

ISLAND COUNTY COMMISSIONERS' WORK SESSION
SCHEDULE December 6, 2023

Meetings are available remotely. Those interested in attending the meetings by computer, tablet, or smartphone may use the following link: <https://tinyurl.com/ICWorkSession>
or for voice only, **Dial by your location:** (253) 215-8782
Meeting ID: 957 0144 6335 **Passcode:** 969196

2024 WORK PLANS

9:00 a.m.	Facilities
9:20 a.m.	Information Technologies
9:40 a.m.	Budget/Risk
9:55 a.m.	Human Resources/GSA
10:10 a.m.	County Administration
10:25 a.m.	Public Works
11:25 a.m.	Human Services
11:35 a.m.	Planning & Community Development

NOON BREAK

2024 WORK PLANS CONTINUED

1:00 p.m.	Public Health
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REGULAR BUSINESS ITEMS

2:00 p.m.	Public Health
2:20 p.m.	Commissioner's Office
2:35 p.m.	Planning & Community Development
3:20 p.m.	Public Works

The Board of County Commissioners meets routinely in Work Session the first three Wednesdays of each month. Work Sessions are held in the Annex Building, Board of County Commissioners' Hearing Room, #B102, 1 NE 6th Street, Coupeville, WA.

Work Sessions are public meetings that provide an informal workshop format opportunity for the Board to review ongoing items with departments or to meet with other agencies, committees, or groups to discuss specific topics of mutual interest. Items are typically reviewed at Work Session before being scheduled on the agenda for the Board's regular Tuesday business meetings.

While Work Sessions do not have time set aside for verbal public comment, written public comment is welcomed and can be directed to the Clerk of the Board by submitting comments to CommentBOCC@islandcountywa.gov. If you have questions regarding public comment, you may call (360) 679-7385. Written public comments are considered a public record.

Times for each department are approximate; a time slot scheduled for a specific department may be revised as the Work Session progresses. Because of the workshop format and time sensitivity, certain items, topics, and materials may be presented that are not included in the published agenda. **If you are interested in reviewing those documents, please contact the Clerk of the Board at (360) 679-7354.**

NOTE: Audio recordings are posted within 48 hours of the meeting date. To listen to the recording visit the [Agenda Center](#) on the Island County website.



ISLAND COUNTY COUNTY ADMINISTRATION

WORK SESSION AGENDA

MEETING DATE: 12/6/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Michael Jones, County Administrator

Amount of time requested for agenda discussion. 85 Minutes

DIVISION: Administrative

Agenda Item No.: 1

Subject: Presentation of 2024 Draft Workplans

Description: Department Head Presentations of their 2024 Draft Workplans

- 1) Facilities 20 Minutes
- 2) IT 20 Minutes
- 3) Budget/Risk 15 Minutes
- 4) HR/GSA 15 Minutes
- 5) Admin 15 Minutes

Attachment: 2024 Draft Workplans for Facilities, IT, Budget/Risk, HR/GSA and Admin

Request: *(Check boxes that apply)*

- | | |
|--------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input checked="" type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

2024 Facilities Management Department Work Plan						
Project Title	Description	Staff Assignment	Quarters	Dept. Crossover	Climate	Equity
Space Planning & Management	Develop and enact a plan to alleviate congested office space throughout the Campus. This will require a phased approach and a great deal of inter-departmental collaboration to achieve success.	Director; Project Specialist	1,2,3,4	All	Yes	Yes
Energy Savings Performance Contracting (ESPC) Program	Interagency Agreement with Washington State Department of Enterprise Services for renovation to the Coupeville Administration building to include HVAC upgrades, window replacement, roof replacement, tuckpointing and sealing of the building exterior, backup generator, and solar installation. This work will result in an increase in energy efficiency and eliminate dependence on fossil fuel for heating and cooling the building.	Director; Project Specialist	1,2	BOCC; County Administrator; Auditor; Assessor; Human Resources; Budget; IT; Treasurer	Yes	Yes
Elevator Modernization	Replacement of (3) obsolete Dover DMC elevators installed at the Coupeville campus (two in Law & Justice and one in the Annex).	Director; Project Specialist; Maintenance Lead	1,2,3,4	Jail; Sheriff; Prosecuting Attorney; Superior Court; Budget	Yes	Yes
Standby Generator Program	Standby and backup generators are central to the ability to provide services across the county. The majority of county owned buildings are either underserved or have no generator at all. This condition creates a wide array of challenges ranging from life safety and security concerns to outside communications during high-level emergency events.	Director; Project Specialist; Maintenance Lead	1,2,3,4	All	Yes	Yes
Electric Vehicle Charging Stations	Continued development of an e-mobility strategy with a focus on developing the feasibility of installing infrastructure at multiple county facilities both on Whidbey and Camano Islands.	Director; Project Specialist	1,2,3,4	Public Works; IT; Budget	Yes	Yes
Planning and Execution of Emergent needs	Currently 30% of our workload is attributed to adapting to and completing unscheduled and emergent repairs.	Director; Project Specialist; Maintenance Lead	1,2,3,4	All	Yes	Yes

Establishing a Long-Term Asset Replacement Schedule for All County Buildings	A Long-Term Asset Replacement Plan (LTARP) offers insight into the condition and degradation of installations and, as such, the overall life and expected replacement period of assets with the benefit of developing strategies towards eventual cost recovery.	Director; Project Specialist	1,2,3,4	Facilities; Public Works; Budget	Yes	Yes
Establishing a Third Party Vendor for Fleet Management	To shrink and modernize the overall vehicle fleet, standardize fleet expenses, improve efficiencies, and streamline vehicle replacement.	Director; Program Coordinator	1,2,3,4	All	Yes	Yes
Jail Feasibility Study	This study will be the foundation for understanding infrastructure improvements necessary to house Inmates, current and future staff, and provide services as well as to develop programmatic enhancements that have only been conceptually discussed. The Jail is required to meet established best practices and efficiencies to include security, ADA requirements, and other standards for State accreditation. The current facility does not fully meet these standards.	Director; Project Specialist	1,2,3,4	ICSO; Budget/Risk; County Administrator	Yes	Yes
Campus Wayfinding Program	Develop a plan to improve the customer experience by implementing additional interior and exterior signage throughout the Coupeville campus.	Director; Project Specialist	1,2,3,4	All	Yes	Yes

2024 Information Technology Department Work Plan						
Project Title	Description	Staff Assignment	Quarters	Dept. Crossover	Climate	Equity
Microsoft 365	Transition from Office 365 to Microsoft 365's enhanced functionality.	Deputy Director, System Administrators	Q1-Q4	All	No	No
Online Forms Options	Increase access for constituents by continuing to add online forms. Improve internal communications and access platform with new intranet.	Business Systems Manager, Database Admin	As requests occur	Service Depts and Committees	No	Yes
Application Portfolio	Information overview of county software.	Business Systems Manager, Director	Q1-Q4	Stakeholders	No	No
ESRI Upgrade	Upgrade ESRI to the current enterprise solution	GIS Manager, GIS Technician, Sysadmins	Q1, Q2	PW, Planning, Assessor, Health	No	No
Disaster Recovery	Continue development of process and procedures in support of continuity of operations for events ranging from service interruption to disaster.	Director, Deputy Director, SysAdmins, Network Admin & Network Consultant	Q1-Q4	No	Yes	No
Relocate Admin MDF to PW Building	Relocate selected servers, data storage systems and networking gear to PW MDF.	Director, Deputy Director, SysAdmins, Network Admin and Network Consultant	Q2	No	No	No
Email Retention	Phased reduction of email storage to achieve 7-year retention period for email	Deputy Director, Business Systems Manager, Database Admin	Q1, Q2	All	No	No

2024 Budget & Risk Management Department Work Plan						
Project Title	Description	Staff Assignment	Quarters	Dept. Crossover	Climate	Equity
Financial Management Policy Update	Revise 2011 Financial Management Policy to include current best practices.	Director	Q1	BOCC, County Administrator	NA	NA
Budget Process Improvements	Continue ClearGov Budget Book development, import Capital Budgeting into ClearGov Transparency module, improve departmental input process and information flow.	Director, Budget Analyst	Q1, Q2, Q3	All	NA	Yes
Update PCN & Position number in Finance Enterprise	Update coding to provide consistency between systems.	Director, Budget Analyst	Q2	HR, Auditor's Office	NA	NA
DEFERRED TO 2025 WORKPLAN: Develop Fee Structure Policy	Resolution or Policy defining how fees are set each year to maintain services.	Director	Q1	BOCC, PW, PH, Planning	NA	Yes
Develop EV Charging Policy	Part of the development of the e-mobility strategy for Whidbey & Camano facilities.	Director	Q1-Q4	Facilities, IT PW	Yes	Yes
Establish Long-Term Facility Replacement Schedule	Part of long range planning for asset replacement and capital needs.	Director	Q1-Q4	Facilities, PW	Yes	Yes
Evaluate possible ERP to replace Finance Enterprise	Work with HR & Auditor's Office to consider a replacement system for the current accounting software.	Director, Budget Analyst	Q1-Q4	HR, Auditor's Office, Treasurer	NA	NA
ECM Process	Participate in enterprise content management effort.	Director	Q1-Q4	All with focus on HR/GSA and IT	Yes	Yes

2024 HR/GSA Department Work Plan						
Project Title	Description	Staff Assignment	Quarters	Dept. Crossover	Climate	Equity
New ERP software	Review new Finance, HR, Budget Software options	Catherine Reid and Lisa Padalino	Q1-Q4	Budget and Auditor	No	No
Enterprise Content Management	Coordinate implementation of ECM	Catherine Reid and Sharon Branch	Q1-Q4	County Administrator, IT, Risk, +All	No	No

2024 Administration Work Plan						
Project Title	Description	Staff Assignment	Quarters	Dept. Crossover	Climate	Equity
Language Access Program	Advance the effort to translate key document into non-English languages. Monitor use of translation services and provide periodic report to the Board.	KG	Q1-Q4	All	No	Yes
Elected Officials Orientation Program	Develop a program to introduce newly elected officials and new department heads on accessing services inside the County structure and provide an overview of the County operation as needed.	MJ	Q2, Q3	HR/GSA, Budget/Risk, IT, Facilities	No	Yes
Department Head Team Building	Coordinate a team-building and leadership program with the department heads to improve communications and work across department boundaries.	MJ	Q1-Q4	All	No	No
DEI Planning and Program	Develop and implement a DEI plan for the County that has longevity beyond the short-term staffing of the DEI Manager position.	MJ	Q1-Q4	All	No	Yes
Internal Communication Plan	Develop and implement an internal communication plan to increase county-wide access to information	KG/MJ	Q1-Q4	All	No	Yes
RCED Program Review	Update the RCED policies and implement changes to the program as may be approved by the Board.	MJ	Q1, Q2	Budget/Risk	Yes	Yes
ECM Process	Participate in enterprise content management effort.	MJ	Q1-Q4	All with focus on HR/GSA and IT	Yes	Yes
Campus Safety/Security	Participate in campus safety and security planning and improvements.	MJ	Q1-Q4	All with focus on Budget/Risk and Facilities	No	Yes
EV Charger Policy	Participate in development of an EV charging policy.	MJ	Q1-Q4	Facilities, Budget/Risk	Yes	Yes
Financial Policy Review	Participate in review and amendment to financial policies	MJ	Q1	Budget/Risk, Auditor, Treasurer	No	Yes
Jail Replacement Planning	Participate in jail replacement planning effort	MJ	Q1-Q4	Facilities, Sheriff	Yes	Yes



ISLAND COUNTY PUBLIC WORKS

WORK SESSION AGENDA

MEETING DATE: 12/6/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Esco Bell, Director

Amount of time requested for agenda discussion. 60 Minutes

DIVISION: Not Applicable

Agenda Item No.: 1

Subject: 2024 Draft Workplan for Public Works

Description: Presentation of the 2024 Draft Workplan for Public Works

Attachment: 2024 Draft Workplan for Public Works

Request: *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☒ None/Informational

☐ Schedule a Public Hearing

☐ Signature Request

☐ Other: _____

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

2024 Public Works Department Work Plan						
Project Title	Description	Staff Assignment	Quarters	Dept. Crossover	Climate	Equity
SmartGov Permit Coordination	Full utilization of permit software.	Permitting Software Mgr.; Permitting Staff; Road Supervisors	Q1, Q2	Planning & Health	No	No
Homeless Encampment Clean Up	In coordination with the Sheriff Office, road crew employees clean up sites.	Director; County Engineer; Maintenance Superintendent; Road Crew Staff; Traffic Engineer; Solid Waste Staff	Q1, Q2 (some effort will be continuous)	BOCC; Sheriff; Prosecuting Attorney; Human Services; Health; Emergency Management; Budget; Outside Entities such as towing companies	No	Yes
Comprehensive Plan	Hire consultant to develop Comprehensive Plan. Public Works section is for Transportation, Parks, Solid Waste and Utilities.	Director; County Engineer; Assistant Director; Transportation Planner; Traffic Engineer	All	Planning	Yes	Yes
Rate Study for Parks, Docks, Event Centers & Campgrounds	Hire consultant to do a rate study for all these to confirm if we are charging appropriate and compatible rates in comparison to industry standards and recoup some of the costs.	Assistant Director; Parks Superintendent; Public Works Engineer	Q1, Q2, Q3		No	Yes
Establish ER&R for Parks, Solid Waste & DEM	To establish a rate system to save for replacement and repair of fleet.	Assistant Director, Parks Superintendent; Solid Waste Manager; Emergency Mgt Director	Q2	Facilities	No	No
Potential Campground Sites	Look for possible future campsites in Island County.	Assistant Director; Parks Superintendent; Public Works Engineer	Q3	Planning	Yes	Yes

Note: 1.) Most projects/efforts do not directly affect climate change. However improving operations systematically improves efficiency and removes waste, which benefits climate change efforts.

Note: 2.) Most Public Works items do not have significant equity effects, but assuring that this is true is important.



ISLAND COUNTY HUMAN SERVICES

WORK SESSION AGENDA

MEETING DATE: 12/6/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Lynda Austin, Director

Amount of time requested for agenda discussion. 10 minutes

DIVISION: Administrative

Agenda Item No.: 1

Subject: 2024 Work Plan Discussion

Description: Human Services 2024 Work Plan

Attachment: Human Services 2024 Work Plan

Request: *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☒ None/Informational

☐ Schedule a Public Hearing

☐ Signature Request

☐ Other: _____

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

2024 Human Services Department Work Plan

Project Title	Description	Staff Assignment (in addition to Director)	Quarters	Dept. Crossover	Climate	Equity
CHA/Chip	Participate in both the Community Health Assessment process and the Community Health Improvement Plan.	Bill Larsen, Emily Wildeman, Kathryn Clancy, Mike Etzell	Q1 - Q4	Health	y	y
Comp Plan	Active participation in Comprehensive Plan process to ensure human services values and policies are embedded in the plan.	Bill Larsen, Emily Wildeman, George Hernandez, Kathryn Clancy, Mike Etzell	Q1 - Q4	Planning	y	y
Julota full utilization	Fully implement Julota within all Human Service programs, Community Health, and Jail programs.	ALL	Q1 - Q4	Health, Corrections	n	y
Opioid Settlement Funds plan	Lead a project team to provide well-researched and innovative plan for the use of opioid mitigation funding.	Bill Larsen	Q1 - Q4	Prosecuting Attorney, Sherrif	n	y
Therapeutic Court work group	Participate in Therapeutic Court Planning effort.	Kathryn Clancy	Q1 - Q4	District Court	n	y



ISLAND COUNTY PLANNING & COMMUNITY DEV.

WORK SESSION AGENDA

MEETING DATE: 12/6/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Mary Engle, Director

Amount of time requested for agenda discussion. 30 minutes

DIVISION: Long Range Planning

Agenda Item No.: 1

Subject: 2024 Planning and Community Development Dept. Work Plan

Description: Director to present proposed 2024 work plan for Planning and Community Development department.

Attachment: Draft 2024 Planning and Community Development Work Plan

Request: *(Check boxes that apply)*

- | | |
|--------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input checked="" type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

2024 Planning and Community Development Work Plan

Project Title	Description	Staff	Quarters	Dept. Crossover	Climate	Equity	Status
Long Range Docket	Comprehensive Plan update per Resolution C-61-23. Work to include public workshops, surveys, and online public participation and engagement; goals and policies work sessions; and Comp Plan element updates.	EN/JL/ JLanier /EC /ME	Q1-Q4	All departments	y	y	Ongoing
FEMA CAV Completion	Finalize FEMA Community Assistance Visit (CAV) audit; FEMA to accept final work completed and Elevation Certificate for final non-compliant property; and FEMA to release County from probation.	ME/TP/JL	Q1		y	y	Near complete
SmartGov Implementation	Coordinate with permitting departments on full implementation of SmartGov permitting software. Work towards full utilization of online public portal and implementation of all permits online, including land use permits.	ME/JL/AB /JB/TP /MB	Q1-Q4	Public Health, Public Works	y	y	Ongoing
Permitting Timelines	Work to find efficiencies and to improve permitting timelines. Continue to establish standard operating procedures to maintain consistency of review by staff. Continue training plans with new staff to increase number of staff trained and able to review permits.	ME/JL/TP/ JB/MB	Q1-Q4	Public Health, Public Works	n	n	Ongoing
Fee Update	Fee update per CPI (Consumer Price Index) percentage.	ME/JL	Q1	Budget	n	n	In process
	Fee audit for other updates - structural audit of fee schedule; assess missing or mis ordered fees.	ME/JL/TP/ JB	Q1-Q4	Budget, Public Health, Public Works	n	n	Prelim work started

2024 Planning and Community Development Work Plan

Project Title	Description	Staff	Quarters	Dept. Crossover	Climate	Equity	Status
Fire Inspection Program	Further implementation of fire inspection program. Continued coordination with Fire Districts and outreach to property owners for inspections and rectifying deficiencies.	CK/TP/TM	Q1-Q4		n	n	Ongoing
Wetland Monitoring	Implement Critical Areas code around Wetland monitoring; mapping of known wetlands on ICGeoMap for public.	RZS/TW /DP/MB /JL	Q1-Q4	ICDNR	y	n	Prelim research started
Language Access Program	Effort to translate applications and handouts into non-English languages.	ME/JL	Q1-Q4	Administration - Communications and DEI	n	y	Not started
Record Retention Management	Organize records and clear out storage per record retention management policies.	SM/MU /CS	Q2-Q4	GSA - Public Records	y	n	Prelim coord begun
Office Space Move/Addition	Coordination with Facilities on additional office space.	ME/JL	Q3-Q4	Facilities	n	n	Prelim coord begun



ISLAND COUNTY PUBLIC HEALTH

WORK SESSION AGENDA

MEETING DATE: 12/6/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Shawn Morris, Director

Amount of time requested for agenda discussion. 60 minutes

Agenda Item No.: 1

Subject: 2024 Public Health Work Plan

Description: Staff to present proposed 2024 work plan for Public Health.

Attachment: Draft 2024 Public Health Work Plan

Request: *(Check boxes that apply)*

- | | |
|--------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input checked="" type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

DIVISION: Dept of Natural Resources

Agenda Item No.: 2

Subject: Shore Friendly Program Contract with Washington State Recreation and Conservation Office No.; 19-1702C (Amendment No. 6); Amount: \$210,387

Description: Provide an overview and invite discussion of the Shore Friendly Program contract amendment for an additional \$210,387, and request to move item to the next available consent agenda. Presented by Jen Schmitz – Natural Resources Manager

Attachment: Contract and Executive Summary

Request: *(Check boxes that apply)*

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Not Applicable

Budget Review: In process

P.A. Review: Not Applicable

DIVISION: Health Administration

Agenda Item No.: 3

Subject: Consolidated Contract with Washington State Department of Health No.; CLH31021 (Amendment No. 16); Amount: \$336,246

Description: Review and discuss the Consolidated Contract CLH31012 Amendment No. 16 with Washington State Department of Health for Wastewater Treatment Solutions Proviso, COVID-19 LHJ Gap Funding, Office of Drinking Water Group A Programs, OSS LMP Implementation, and Office of Immunization COVID-19 Vaccine Program, and request to move item to the next available consent agenda. Presented by Shawn Morris, Public Health Director, and Heather Kortuem, Environmental Health Manager.

Attachment: Contract and Executive Summary

Request: *(Check boxes that apply)*

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Not Applicable

Budget Review: In process

P.A. Review: Not Applicable

2024 Public Health Department Work Plan

Project Title	Description	Staff Assignment	Quarters	Dept. Crossover	Climate	Equity
DNR Advisory Boards & Environmental Justice	Apply environmental justice principles to DNR advisory boards. Review project criteria and increase engagement strategies. Include focus on social drivers of health like recreation, supportive housing options, and economic opportunity.	JS, SM, DNR Staff	Q1 - Q4	Public Works, Planning	Y	Y
Health & Climate-Focused Comprehensive Plan Updates	Apply climate resilience and health equity lens to Comprehensive Plan, including technical assistance and community engagement support. Focus on environmental and community health related elements following outline provided by long range planning.	SM, JS, TL, CK, HK, MW	Q1 - Q4	Planning	Y	Y
Island County Sewage Solution Study	Island County is requesting proposals from qualified firms to conduct research, engage the public, and collect data to inform an analysis for sewage solutions to accommodate supportive housing needs and adapt to climate change in unincorporated areas.	HK, SM, EH Staff	Q1 - Q4	Planning, Public Works	Y	Y
Community Health Assessment & Community Health Improvement Planning	Complete Community Health Assessment and present findings to community partners and Board; Begin Community Health Improvement Process.	TL, MH, MR, JH	Q1 - Q4	Planning, Human Services, Public Works	Y	Y
Community Health Data Management & Infrastructure	Work with Human Services to implement Julota with Community Health services.	MW, TL, MR, Community Health Staff	Q1-Q4	Human Services	N	Y

**Financial Extension Amendment to Contract with
Washington Recreation and Conservation Office (RCO) for
Island County Shore Friendly Program
Contract No.: 19-1702C**

- Executive Summary -
December 6th BOCC Work Session

Summary	Contract 19-1702C with Washington State Recreation and Conservation Office (RCO) was originally established in 2019 to fund the Island County Shore Friendly Program; through a series of amendments, this work has been funded and extended from July 1, 2019, through June 20, 2023. Amendments 4 and 5 approved in August of 2023 extended the work period for an additional two years through June 30, 2025, and provided another \$100,000 dollars of immediate funding. Amendment 6, for discussion today, provides an additional \$210,387 to the overall award.
Policy and Regulatory Context	Island County continues to build on the federally established Shore Friendly program groundwork established in 2014 to help homeowners make the next step in implementing solutions at their properties to enhance and protect nearshore habitat. The Shore Friendly program promotes alternatives to hard armoring that provide both the use and enjoyment of shoreline property while promoting and maintaining the ecological properties of coastal ecosystems to support fish and wildlife. Through this program, Island County offers \$500 to \$5,000 mini-grants to shoreline owners for eligible projects such as shoreline armor removal and alternative design analyses, drainage improvements, native planting plans, purchase and installation of native plants, and construction of armor removal.
	<u>Equity Lens</u> The Shore Friendly program helps homeowners of all types remove environmentally destructive armoring from their shorelines, which creates more accessible beach areas, better habitat, and enhanced resources for all Island County residents. The Shore Friendly Coordinator is also exploring ways to provide more equitable services to low-income residents within this program.
	<u>Climate Lens</u> The changing climate, sea level rise, and ever-growing king tidal events mean that more and more shoreline homeowners are at risk of inundation within Island County. The Shore Friendly program provides design and technical assistance to as many homeowners as possible to mitigate these effects and create more sustainable shorelines as climate change continues.
Fiscal Impact	Additional contract funding amount of \$210,387.00 will be for the Shore Friendly Coordinator position, technical assistance, and subcontracting.
Recommendation	Accept contract amendment #6 with proffered funding based on factors outlined in this Executive Summary.

Amendment to Grant Agreement

Project Sponsor: Island County

Project Number: 19-1702C

Project Title: Island County Shore Friendly Program

Amendment Number: 6

Amendment Type:

Cost Change

Amendment Description:

Adding \$210,387 from the 2023 legislative ESRP award (the second of two installments of ESRP Shore Friendly funds). Budget and project details are included in the updated metrics and 19-1702 Final Island 23-25 SOW (PRISM Attachment #577964). And it updates the project metrics to incorporate proposed 23-25 accomplishments.

This amendment also updates special condition numbers 1, 3b and 5 to reflect the 19-1702 Final Island 23-25 SOW and the 19-1702 Agreement (Attachment B). The updates are thus:

1. Statement of Work: Incorporate PRISM "ATTACHMENT A: 19-1702 Final Island 23-25 SOW " by reference here as an attachment to the project Agreement.
3. Terms that Apply to Entities Receiving Sub-Award Grants: The Sponsor shall ensure the following prevailing wages and competitive bidding responsibilities are passed along to entities receiving any sub-award grants:
 - b. Prevailing Wages. Regardless of the grant amount, Sponsor and any sub-recipients must pay state prevailing wages to contractors and subcontractors as may apply (some activities may not require prevailing wages).
5. Compliance with EO 21-02, Archaeological and Cultural Resource Consultation: This agreement requires compliance with Executive Order 21-02. RCO has initiated consultation for this project and additional location information is required. Completion of this consultation and approval from RCO is required before project activities at each project location can begin. The Sponsor shall submit a detailed Area of Potential Effect map and completed cultural resource screening form for each project location to RCO for review; allow up to 60 days for full consultation and response. Additional cultural resources survey may be required based on the results of the consultation process. Project activities started without approval may be considered a breach of contract. If archaeological or historic materials are discovered, work in the immediate vicinity must stop and the Sponsor must ensure compliance with the provisions found in this agreement. All cultural resources work must meet reporting guidelines outlined by the Department of Archaeology and Historic Preservation.

Project Funding:

The total cost of the project for the purpose of this Agreement changes as follows:

	Old Amount		New Amount	
	Amount	%	Amount	%
RCO - Shore Friendly	\$451,737.00	100.00%	\$662,124.00	100.00%
Project Sponsor	\$0.00	0.00%	\$0.00	0.00%
Total Project Cost	\$451,737.00	100%	\$662,124.00	100%
Admin Limit	\$0.00	0.00%	\$0.00	0.00%
A&E Limit	\$29,160.72	6.92%	\$29,160.72	4.62%

Agreement Terms

In all other respects the Agreement, to which this is an Amendment, and attachments thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this Amendment.

Project Sponsor: Island County
Project Title: Island County Shore Friendly Program

Project Number: 19-1702C
Amendment Number: 6

State of Washington
Recreation and Conservation Office

Island County

BY: _____
Megan Duffy

TITLE: Director

DATE: _____

Pre-approved as to form:

BY: _____ /S/
Assistant Attorney General

AGENCY: _____

BY: _____

TITLE: _____

DATE: _____

Estuary and Salmon Restoration Program (ESRP)

Shore Friendly Program

Island County Shore Friendly Program - #19-1702

Statement of Work

July 1, 2019

Revised July 1, 2021

Revised September 28, 2022

Revised July 1, 2023

Note that the project milestones and individual task costs below are estimates and subject to change.

AMENDMENTS

July 2021: Added the FY21-23 scope of work and revised the FY19-21 scope of work to reflect completed work.

September 2022: Added \$50,000 to the contract. \$40,000 is to complete 21 additional site visits (FY21-23 Task 2), increasing the total site visits from 30 to 51. The remaining \$10,000 will provide additional incentives ranging between \$1,000 - \$5,000 per landowner for FY21-23 Tasks 3-5.

July 2023: Added the FY23-25 scope of work and revised the FY21-23 scope of work to reflect completed work.

PURPOSE

Agreement Scope

Island County has been offering outreach and incentives for shoreline homeowners and influencers through their Shore Friendly program funded through the Puget Sound Marine and Nearshore Grant Program since 2014. The Shore Friendly program promotes alternatives to hard armoring that provide both the use and enjoyment of shoreline property while promoting and maintaining the ecological properties of coastal ecosystems for the support of fish and wildlife.

Island County will build on the groundwork that has been established through the Shore Friendly program over the past four years to help homeowners make the next step in implementing solutions at their properties to protect and enhance nearshore habitat. Island County will offer technical assistance as well as financial assistance, including a mini-grant program, to promote the protection and restoration of the nearshore environment.

The mini-grant program will allow shoreline homeowners to apply for funds in several categories from \$500 to \$5,000 to improve nearshore habitat and/or remove hard armoring. Eligible activities include:

- Reports to assess the feasibility of shoreline armor removal or alternatives to hard armoring, including reports on soft shore protection, moving or raising a house, drainage improvements, and habitat enhancement;
- Design documents;
- Permitting costs;
- Drainage improvements;
- Native planting plans;
- Purchase and installation of native plants;
- Construction costs for armor removal and/or replacement with soft shore protection when stabilization is required; and
- Other activities that advance a project towards armor removal and/or habitat enhancement.

Applications will be accepted on a rolling basis until the incentive funding has been spent and will be evaluated by a team of County staff to ensure proposed activities meet eligibility criteria.

To complement the incentive work, Island County will also work with partners, including the Northwest Straits Foundation (NWSF), Island County Marine Resources Committee (MRC), Island County Salmon Recovery Technical and Citizen Committee (SRTCC), and Washington State University (WSU) Extension Shore Stewards, to provide targeted outreach to landowners on the impacts of hard armoring, the benefits of soft shore techniques and natural beaches, and solutions and resources to help them understand these options on their properties.

Goals & Objectives

Project goal: Increase the number of actions taken by shoreline homeowners in Island County to reduce the need for new hard armor or remove existing hard armor.

Objectives: Incentivize actions through technical and financial assistance, including a mini-grant program, to assist shoreline homeowners to complete:

- technical site visits
- designs, including feasibility studies or design documents for armor removal, armor replacement with soft shore techniques, or raising or moving a house; drainage improvement designs; and planting plans
- permits for restoration activities
- restoration activities, armor removal, including drainage improvements, native plant installation, armor replacement with soft shore techniques, and house moving or raising

FUNDING & SPENDING PLAN

Table 1: Award Overview

FY19-21 ESRP Award	FY21-23 ESRP Award	FY23-25 ESRP Award (must be expended by June 30, 2025)	Returned ESRP Shore Friendly Funds	Total Available Spending July 2023- June 2025
\$132,000	\$203,367	\$299,769	\$50,000	\$349,769

Eligible Shore Friendly Projects and Cost Sharing limits

Project Eligibility

Shore Friendly programs must focus on residential marine shoreline properties along Puget Sound, including Hood Canal and the Strait of Juan de Fuca. Freshwater shoreline properties are not eligible.

Projects funded through the Shore Friendly Program must support the mission and guiding principles of the program. To ensure projects are compatible with the program, some project actions will be reviewed by ESRP staff.

Table 2: Project Review and Cost Share

ESRP Pre-Approval Requirements				
Eligible Project Actions	Site Visit	Design	Permitting	Implementation Cost Share (Limit \$15K*)
Armor removal	No	No	No	No
Armor removal with partial replacement of soft shore	No	Yes	Yes	Yes
Any activity in conjunction with partial armor removal	No	Yes	Yes	Yes
Drainage improvements on unarmored shoreline or in conjunction with full armor removal	No	No	No	No
Native vegetation establishment or invasive species removal on unarmored shoreline or in conjunction with full armor removal	No	No	No	No
Structure relocation on unarmored shoreline as armor avoidance or in conjunction with partial or full armor removal	No	Yes	Yes	Yes

* \$15,000 limit applies to implementation only, does not apply to design, permitting, or site visits.

FY23-25 TASKS & DELIVERABLES (July 1, 2023 – June 30, 2025)

Estimated Total Cost =

Maintenance: \$349,769

Task 1: Grant Administration and Management, Progress Reporting & PRISM Final Report

Total Cost Level 1: \$30,631

Description: Grant administration and management for this task includes, but is not limited to: monthly and quarterly meetings; quarterly progress reports; data tracking and reporting; participation in advisory/collaborative groups (e.g., MART, MAST); maintenance of local Shore Friendly webpage and any updates to the ShoreFriendly.org website sent to the ESRP Shore Friendly Coordinator; submittal of payment vouchers; administration of sub-awards; compliance with applicable procurement, contracting, and agreement requirements; maintenance of project records including parcel information as needed; submittal of required deliverables; attending trainings/conferences (such as the Salish Sea Conference and Alternatives to Bulkheads series), staff education and training, including standard operating procedure development; and the mobile phone monthly service charge.

Number	Deliverable	Completion date
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1.1	Quarterly PRISM progress reports that describe accomplishments, completed metrics, project status, opportunities for adaptive management and any delays or concerns. Attach all available project deliverables with your progress report.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.2	Complete the PRISM Final Report for the Shore Friendly grant to describe your completed work.	June 30, 2025
1.3	Participation in quarterly regional Shore Friendly coordination meetings, and optional monthly Leads coordination meetings.	As Scheduled
1.4	On a quarterly basis, email any information that needs to be updated on the ShoreFriendly.org website http://shorefriendly.org/resources/resources-in-your-area/island/ to the ESRP Shore Friendly Coordinator.	September 30 December 31 March 31 June 30
1.5	Attach a summary report of completed landowner recruitment, technical assistance (including site visit, permit, and design assistance), and implementation assistance to PRISM for July 2023 - June 2025.	August 31, 2025

Task 2: Landowner Recruitment

Total Cost Level 1: \$17,980

Description: Host 2 workshops for shoreline homeowners; create 2 social media posts per quarter; send mailer to shoreline homeowners; track recruitment; coordinate with Northwest Straits Foundation (NWSF) for their recruitment activities; and post monthly social media posts.

Number	Deliverable	Completion date
2.1	Attach all landowner recruitment materials developed within the grant period to PRISM. These materials should include sign-in sheets from workshops, MS PowerPoint presentations, brochures/flyers/mailers etc.	Ongoing, attach with quarterly progress reports in PRISM

Task 3: Site Visit Assistance

Total Cost Level 1: \$243,243

Description: Provide technical and financial assistance to shoreline homeowners for 62 technical site visits for homeowners interested in options to remove or soften hard armoring or take actions to prevent new hard armoring. Technical assistance may include reach scale assessments to provide bigger picture assessment and evaluation tools for neighboring homeowners interested in exploring collaborative opportunities.

Number	Deliverable	Completion date
3.1	Attach an annual summary report of all site visits using the standard tracking worksheet to PRISM (worksheet may be modified to add program-specific data).	September 30, 2023 June 30, 2024 June 30, 2025

Task 4: Design Assistance and Design Cost Share

Total Cost Level 1: \$28,679

Description: Provide technical and financial assistance to shoreline homeowners for 5 feasibility studies or designs for armor removal or armor prevention options, planting native vegetation, drainage improvements, soft shore replacement, raising or moving a home.

Number	Deliverable	Completion date
4.1	Completed design assistance and cost share materials including: <ul style="list-style-type: none"> - Cost share agreements. - Feasibility studies. - Conceptual/preliminary/final designs. - Geotechnical assessments. 	Ongoing, prior to RCO reimbursement for design.
4.2	If design development will require ground disturbance (e.g. geotechnical investigation), notify RCO grant manager at least 3-4 months prior to planned ground disturbance and submit <i>Shore Friendly Cultural Resources Screening Form</i> to RCO grant manager to provide necessary information to initiate cultural resources consultation.	Ongoing

Task 5: Permit Assistance and Permit Cost Share

Total Cost Level 1: \$13,626

Description: Provide technical and financial assistance, including assistance with cultural resource review, to shoreline homeowners for permitting at 3 sites related to armor removal, soft shore replacement, raising or moving a home, drainage improvements or native vegetation installation.

Number	Deliverable	Completion date
5.1	Attach summary report of completed permits to PRISM.	Ongoing, prior to RCO reimbursement for design

Task 6: Restoration and Restoration Cost Share

Total Cost Level 1: \$15,610

Description: Provide technical and financial assistance to shoreline homeowners to complete 3 restoration activities, which can include armor removal, soft shore replacement installation, moving or raising a home, drainage improvements, or native vegetation installation.

Cultural Resources Consultation: All ground disturbing activities funded through this program are required to undergo review for potential impacts to archaeological sites and state cultural resources. RCO is responsible for facilitating that review after receiving information from the project sponsor regarding the scope, location, and extent of proposed ground disturbing activities. Following cultural resources review, RCO will notify sponsor if a cultural resources survey, monitoring, or other action is required. Completion of this review and a Notice to Proceed from RCO will be required before any ground disturbing activities can begin.

Number	Deliverable	Completion date
6.1	As soon as sites are identified to implement Shore Friendly-assisted restoration activities (at least 3-4 months prior to planned implementation), notify RCO grant manager and	Ongoing

	submit <i>Shore Friendly Cultural Resources Screening Form</i> to RCO grant manager. This is necessary to complete cultural resources consultation and set up metrics and milestones in PRISM.	
6.2	Attach landowner agreement and/or cost share agreement in PRISM.	prior to RCO reimbursement for restoration
6.3	Attach documentation to PRISM to confirm cultural resources consultation is complete for all ground-disturbing activities completed with grant funding. RCO will work with Grantee to confirm what documents are required.	prior to RCO reimbursement for restoration
6.4	Attach final restoration designs and bid documents (if relevant) in PRISM.	prior to RCO reimbursement for restoration
6.5	Attach as-built documentation in PRISM, if completed project differs from final design.	June 30, 2025

FY21-23 TASKS & DELIVERABLES (July 1, 2021 – June 30, 2023)

Estimated Total Cost = \$203,367

Task 1: Grant Administration and Management, Progress Reporting & PRISM Final Report

Cost: \$ 29,376

Description: Grant administration and management for this task includes, but is not limited to: quarterly meetings and progress reports; data tracking and reporting; participation in advisory/collaborative groups (e.g., MART, MAST); maintenance of local Shore Friendly webpage and any updates to the ShoreFriendly.org website sent to the ESRP Shore Friendly Coordinator; submittal of payment vouchers; administer sub-awards; compliance with applicable procurement, contracting, and agreement requirements; maintenance of project records; and submittal of required deliverables.

The ESRP Shore Friendly program will develop a guidance manual describing standard contract requirements; program vision, goals, objectives and policies; consistent program definitions, messaging and branding guidelines; and other applicable information for grant recipients. Once finalized, grantees will adhere to the requirements in the manual.

Number	Deliverable	Completion date
1.1	Quarterly PRISM progress reports that describe accomplishments, completed metrics, project status, opportunities for adaptive management and any delays or concerns. Attach all available project deliverables with your progress report.	October 15 (3 rd quarter rpt) January 15 (4 th quarter rpt) April 15 (1 st quarter rpt) July 15 (2 nd quarter rpt)
1.2	Complete the PRISM Final Report for the Shore Friendly grant to describe your completed work.	June 30, 2023
1.3	Participation in quarterly regional Shore Friendly coordination meetings, and optional monthly Leads coordination meetings.	September 30 December 31 March 31 June 30
1.4	On a quarterly basis, email any information that needs to be updated on the ShoreFriendly.org website	September 30 December 31 March 31

	http://shorefriendly.org/resources/resources-in-your-area/island/ to the ESRP Shore Friendly Coordinator.	June 30
1.5	Attach report describing partnered outreach activities to PRISM.	June 30, 2023

Task 2: Site Visit Assistance

Cost: \$158,192

Description: Provide technical and financial assistance to shoreline homeowners for 51 site visits and site reports, (including both initial and follow up site visits) technical site visits for homeowners interested in options to remove or soften hard armoring or take actions to prevent new hard armoring. Technical assistance may include reach scale assessments to provide bigger picture assessment and evaluation tools for neighboring homeowners interested in exploring collaborative opportunities.

Number	Deliverable	Completion date
2.1	Attach an annual summary report of all site visits using the standard tracking worksheet to PRISM (worksheet may be modified to add program-specific data).	Sept 30

September 2022 amended cost increase of \$10,000 in total for Tasks 3-5. Island County Shore Friendly will provide additional incentives ranging between \$1,000 - \$5,000 per landowner for tasks 3-5. The additional funding will be distributed across the 3 tasks depending on need and scope of project. Deliverables consistent with the tasks will be completed for all additional work.

Task 3: Design Assistance and Design Cost Share

Cost: \$ 32,360

Description: Provide technical and financial assistance to shoreline homeowners for 5 feasibility studies or designs for armor removal or armor prevention options, planting native vegetation, drainage improvements, soft shore protection, raising or moving a home.

Number	Deliverable	Completion date
3.1	Completed design assistance and cost share materials including: <ul style="list-style-type: none"> - Cost share agreements. - Feasibility studies. - Conceptual/preliminary/final designs. - Geotechnical assessments. 	Ongoing, prior to RCO reimbursement for design.

Task 4: Permit Assistance and Permit Cost Share

Cost: \$ 12,826

Description: Provide technical and financial assistance, including assistance with cultural resource review, to shoreline homeowners for permitting at 3 sites related to armor removal, soft shore protection, raising or moving a home, drainage improvements or native vegetation installation.

Number	Deliverable	Completion date
4.1	Attach summary report of completed permits to PRISM.	June 30, 2023

Task 5: Restoration and Restoration Cost Share

Cost: \$ 10,613

Description: Provide technical and financial assistance to 3 shoreline homeowners to complete restoration activities, which may include armor removal, soft shore protection installation, moving or raising a home, drainage improvements, or native vegetation installation.

Number	Deliverable	Completion date
5.1	Notify RCO grant manager when sites are identified to implement restoration activities. This is necessary to complete cultural resources consultation and set up metrics and milestones in PRISM.	Ongoing
5.2	Attach landowner agreement and/or cost share agreement in PRISM.	prior to RCO reimbursement for restoration
5.3	Attach documentation to PRISM to confirm cultural resources consultation is complete for all ground-disturbing activities completed with grant funding. RCO will work with Grantee to confirm what documents are required.	prior to RCO reimbursement for restoration
5.4	Attach final restoration designs and bid documents (if relevant) in PRISM.	prior to RCO reimbursement for restoration
5.4	Attach as-built documentation in PRISM, if completed project differs from final design.	June 30, 2023

FY 19-21 TASKS & DELIVERABLES (July 1, 2019 – June 30, 2021)

Estimated Total Cost = \$98,370

Task 1: Grant Administration and Management, Progress Reporting & PRISM Final Report

Cost: \$ 11,527

Description: Grant administration and management for this task includes, but is not limited to: maintenance of project records; maintenance of local Shore Friendly webpage and any updates to the ShoreFriendly.org website sent to the ESRP Shore Friendly Coordinator; participation in advisory/collaborative groups (e.g., MART, MAST); submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting, and agreement requirements; and submittal of required deliverables.

The ESRP Shore Friendly program will develop a guidance manual describing standard contract requirements; program vision, goals, objectives and policies; consistent program definitions, messaging and branding guidelines; and other applicable information for grant recipients. Once finalized, grantees will adhere to the requirements in the manual.

Number	Deliverable	Completion date
1.1	Quarterly PRISM progress reports that describe accomplishments, completed metrics, project status, opportunities for adaptive management and any delays or concerns. Attach all available project deliverables with your progress report.	September 30 December 31 March 31 June 30
1.2	Complete the PRISM Final Report for the Shore Friendly grant to describe your completed work.	June 30, 2023
1.3	Participation in quarterly regional Shore Friendly coordination meetings, and optional monthly Leads coordination meetings.	September 30 December 31 March 31

		June 30
1.4	On a quarterly basis, email any information that needs to be updated on the ShoreFriendly.org website http://shorefriendly.org/resources/resources-in-your-area/island/ to the ESRP Shore Friendly Coordinator.	September 30 December 31 March 31 June 30
1.5	Attach annual report describing partnered outreach activities to PRISM.	June 30
1.6	Participate in Salish Sea Ecosystem Conference	April 2020

Task 2: Site Visit Assistance

Cost: \$ 75,864

Description: Provide technical and financial assistance to shoreline homeowners for 20 technical site visits for homeowners interested in options to remove or soften hard armoring or take actions to prevent new hard armoring.

Partner with the Northwest Straits Foundation to conduct a reach scale assessment at Mutiny Bay. The assessment will include technical site visits for interested homeowners and a reach scale report assessing coastal processes along the drift cell. The reach scale report will include both a qualitative desktop analysis as well as a quantitative shoreline change analysis.

Number	Deliverable	Completion date
2.1	Attach a bi-annual summary report of all site visits using the standard tracking worksheet to PRISM (worksheet may be modified to add program-specific data).	December 31 June 30

Task 3: Design Assistance and Design Cost Share

Cost: \$ 4,890

Description: Provide technical and financial assistance to shoreline homeowners for two feasibility studies or designs for armor removal or armor prevention options. These include studies or design documents for native vegetation installation, drainage improvements, soft shore protection, raising or moving a home, or armor removal.

Number	Deliverable	Completion date
3.1	Completed design assistance and cost share materials including: <ul style="list-style-type: none"> - Cost share agreements. - Feasibility studies. - Conceptual/preliminary/final designs. - Geotechnical assessments. 	Ongoing, attach with quarterly progress report in PRISM.

Task 4: Permit Assistance and Permit Cost Share

Cost: \$ 1,753

Description: Provide technical and financial assistance, including assistance with cultural resource review, to shoreline homeowners for permitting at three sites related to armor removal, soft shore protection, raising or moving a home, drainage improvements or native vegetation installation.

Number	Deliverable	Completion date
4.1	Attach a bi-annual summary report of completed permits to PRISM.	December 31 June 30

Task 5: Restoration and Restoration Cost Share

Cost: \$ 4,336

Description: Provide technical and financial assistance to shoreline homeowners to complete one restoration activity, which can include armor removal, soft shore protection installation, moving or raising a home, drainage improvements, or native vegetation installation.

Number	Deliverable	Completion date
5.1	Notify RCO grant manager when sites are identified to implement restoration activities. This is necessary to complete cultural resources consultation and set up metrics and milestones in PRISM.	Ongoing
5.2	Attach landowner agreement and/or cost share agreement in PRISM.	prior to RCO reimbursement for restoration
5.3	Attach documentation to PRISM to confirm cultural resources consultation is complete for all ground-disturbing activities completed with grant funding. RCO will work with Grantee to confirm what documents are required.	prior to RCO reimbursement for restoration
5.4	Attach final restoration designs and bid documents (if relevant) in PRISM.	prior to RCO reimbursement for restoration
5.4	Attach as-built documentation in PRISM, if completed project differs from final design.	June 30, 2021

Consolidated Contract with WA State Dept of Health
Contract No.: CLH31012; Amendment No. 16

- Executive Summary -
BOCC Work Session

Summary	Consolidated Contract CLH31012 Amendment No. 16 with Washington State Department of Health adds statements of work for the Wastewater Treatment Solutions Proviso, effective November 1, 2023. The Amendment also revises statements of work for COVID-19 LHJ Gap Funding, Office of Drinking Water Group A Programs, OSS LMP Implementation, and Office of Immunization COVID-19 Vaccine Program. Funding supports delivery of FPHS, including supporting business competencies, COVID-19 vaccine outreach, and support to Group A Water systems. Amendment No. 16 increases allocations by \$336,246.
Policy Context, Community Impact, and Outcomes	<ul style="list-style-type: none"> • Wastewater Treatment Solutions Proviso: Aligns with the priority of supporting sustainable development and improving supportive housing opportunities in unincorporated Island County by finding alternatives to single family on-site septic systems. The contractor will identify solutions, existing barriers, and a comprehensive report that will be shared with community members and stakeholders to guide sewage infrastructure improvement. Aging single family on-site infrastructure impacts habitat health and water quality, and proactively identifying solutions lays the groundwork for long-term resiliency. • OSS LMP Implementation: Low-income homeowner inspection rebates (up to \$350 per qualifying household) supports improved maintenance of systems while equitably extending access to required inspections. Priority is given to homeowners in sensitive areas, benefiting critical areas and shoreline and improving water quality and habitat health
Fiscal Impact	Overall, Amendment 16 increases allocations by \$336,246 for the Wastewater Treatment Solutions Proviso, which was an amount included in the 2024 Public Health Budget. All funding will be contracted through competitive bidding, apart from the indirect grant amount designated (up to \$25,000).
Recommendations	Accept contract based on factors outlined in this Executive Summary.

**ISLAND COUNTY PUBLIC HEALTH DEPARTMENT
2022-2024 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH31012

AMENDMENT NUMBER: 16

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as “DOH”, and ISLAND COUNTY PUBLIC HEALTH DEPARTMENT, a Local Health Jurisdiction, hereinafter referred to as “LHJ”, pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

IT IS MUTUALLY AGREED: That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/siteways/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
 - ☒ Adds Statements of Work for the following programs:
Wastewater Treatment Solutions Proviso - Effective November 1, 2023
 - ☒ Amends Statements of Work for the following programs:
COVID-19 LHJ Gap Funding - Effective July 1, 2023
Office of Drinking Water Group A Program - Effective January 1, 2022
Office of Immunization COVID-19 Vaccine - Effective January 1, 2022
OSS LMP Implementation - Effective July 1, 2023
 - ☐ Deletes Statements of Work for the following programs:
2. Exhibit B-16 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-15 Allocations as follows:
 - ☒ Increase of \$336,246 for a revised maximum consideration of \$9,689,345.
 - ☐ Decrease of _____ for a revised maximum consideration of _____.
 - ☐ No change in the maximum consideration of _____.
Exhibit B Allocations are attached only for informational purposes.

Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

This section intentionally left blank.

**ISLAND COUNTY PUBLIC HEALTH DEPARTMENT
2022-2024 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH31012**AMENDMENT NUMBER: 16**

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

ISLAND COUNTY BOARD OF
COUNTY COMMISSIONERS

STATE OF WASHINGTON
DEPARTMENT OF HEALTH

Chair Date
Board of County Commissioners

Signature Date

Print Name Title

Print Name Title

ISLAND COUNTY BOARD OF HEALTH

APPROVED AS TO FORM ONLY
Assistant Attorney General

Chair Date
Board of Health

Print Name Title

Indirect Rate January 1, 2022 through December 31, 2022: 24%

Indirect Rate January 1, 2023 through December 31, 2023: 23%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period Start Date	LHJ Funding Period End Date	Funding Period Start Date	Funding Period End Date			
FFY24 USDA BFPC Prog Mgmt	NGA Not Received	Amd 15	10.557	333.10.55	10/01/23	09/30/24	10/01/23	09/30/24	\$34,405	\$34,405	\$81,101
FFY23 USDA BFPC Prog Mgmt	7WA700WA1	Amd 11	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$25,804	\$34,405	
FFY23 USDA BFPC Prog Mgmt	7WA700WA1	Amd 8, 11	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$8,601		
FFY22 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557	333.10.55	01/01/22	09/30/22	10/01/21	09/30/22	\$12,291	\$12,291	
FFY24 USDA WIC Client Svs Contracts	NGA Not Received	Amd 15	10.557	333.10.55	10/01/23	09/30/24	10/01/23	09/30/24	\$3,000	\$56,125	\$430,450
FFY24 USDA WIC Client Svs Contracts	NGA Not Received	Amd 11, 15	10.557	333.10.55	10/01/23	09/30/24	10/01/23	09/30/24	\$53,125		
FFY23 USDA WIC Client Svs Contracts	7WA700WA7	Amd 11	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$158,375	\$212,100	
FFY23 USDA WIC Client Svs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$53,725		
FFY22 USDA WIC Client Svs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/22	09/30/22	10/01/21	09/30/22	\$162,225	\$162,225	
FFY23 USDA WIC Prog Mgmt CSS	7WA700WA7	Amd 11	10.557	333.10.55	01/01/23	09/30/23	10/01/22	09/30/23	\$1,600	\$1,600	\$1,600
FFY23 USDA FMNP Prog Mgmt	7WA810WA7	Amd 15	10.572	333.10.57	06/01/23	09/30/23	10/01/22	09/30/23	\$567	\$567	\$1,115
FFY22 USDA FMNP Prog Mgmt	7WA810WA7	Amd 4	10.572	333.10.57	05/01/22	09/30/22	10/01/21	09/30/22	\$548	\$548	
FY24 LHJ COVID-19 ARPA	SLFRP0002	Amd 15	21.027	333.21.02	07/01/23	06/30/24	07/01/23	06/30/25	\$531,716	\$531,716	\$531,716
LHJ Vaccination ARPA	SLFRP0002	Amd 10	21.027	333.21.02	11/01/22	06/30/23	11/01/22	06/30/23	\$342,392	\$342,392	\$342,392
PS SSI 1-5 Sub Award Process Task 4	01J18001	Amd 2	66.123	333.66.12	01/01/22	09/30/22	07/01/16	08/31/23	\$57,206	\$57,206	\$57,206
FFY23 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 12	66.472	333.66.47	03/01/23	10/31/23	03/01/23	10/31/23	\$12,000	\$12,000	\$27,000
FFY22 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/22	10/31/22	01/01/22	11/30/22	\$15,000	\$15,000	
FFY23 PHEP BP5 LHJ Funding	NU90TP922043	Amd 15	93.069	333.93.06	07/01/23	06/30/24	07/01/23	06/30/24	\$64,271	\$64,271	\$192,813
FFY22 PHEP BP4 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/22	06/30/23	\$64,271	\$64,271	
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 2	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/22	\$64,271	\$64,271	
COVID19 Vaccines	NH23IP922619	Amd 13	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	(\$30,569)	\$351,098	\$351,098
COVID19 Vaccines	NH23IP922619	Amd 4	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$381,667		
COVID19 Vaccines R4	NH23IP922619	Amd 7	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$5,000	\$386,667	\$386,667
COVID19 Vaccines R4	NH23IP922619	Amd 1	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$381,667		
FFY24 CDC VFC Ops	NH23IP922619	Amd 15	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$602	\$6,626	\$6,626
FFY24 CDC VFC Ops	NH23IP922619	Amd 14	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$6,024		
FFY19 COVID CARES	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	04/22/22	04/23/20	07/31/24	\$220,357	\$220,357	\$220,357
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	10/18/22	05/19/20	10/18/22	\$367,314	\$367,314	\$367,314

Indirect Rate January 1, 2022 through December 31, 2022: 24%

Indirect Rate January 1, 2023 through December 31, 2023: 23%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period Start Date	LHJ Funding Period End Date	Funding Period Start Date	Funding Period End Date			
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 7, 9, 12	93.323	333.93.32	01/01/22	12/31/23	01/15/21	07/31/24	(\$13,429)	\$1,083,320	\$1,083,320
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 2, 9, 12	93.323	333.93.32	01/01/22	12/31/23	01/15/21	07/31/24	\$1,096,749		
FFY22 Vector-borne T2&3 Epi ELC FPH	NU50CK000515	Amd 5	93.323	333.93.32	08/01/22	09/30/22	08/01/22	07/31/23	\$1,500	\$1,500	\$3,000
FFY21 Vector-borne T2&3 Epi ELC FPH	NU50CK000515	Amd 5	93.323	333.93.32	06/01/22	07/31/22	08/01/21	07/31/22	\$1,500	\$1,500	
FFY24 HRSA MCHBG LHJ Contracts	NGA Not Received	Amd 15	93.994	333.93.99	10/01/23	09/30/24	10/01/23	09/30/24	\$55,804	\$55,804	\$111,608
FFY23 HRSA MCHBG LHJ Contracts	B04MC47453	Amd 7	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	\$55,804	\$55,804	
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 4	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$9,958	\$51,811	\$51,811
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 1	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$41,853		
GFS-Group B (FO-NW)		Amd 11	N/A	334.04.90	01/01/23	06/30/23	07/01/22	06/30/23	\$25,878	\$25,878	\$51,755
GFS-Group B (FO-NW)		Amd 1	N/A	334.04.90	01/01/22	06/30/22	07/01/21	06/30/22	\$25,877	\$25,877	
SFY25 Island Co Treatment Proviso		Amd 16	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$147,930	\$147,930	\$295,860
SFY24 Island Co Treatment Proviso		Amd 16	N/A	334.04.93	11/01/23	06/30/24	07/01/23	06/30/25	\$147,930	\$147,930	
Rec Shellfish/Biotoxin		Amd 14	N/A	334.04.93	07/01/23	12/31/24	07/01/23	06/30/25	\$2,400	\$2,400	\$5,400
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$3,000	\$3,000	
Small Onsite Management (GFS)		Amd 16	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	(\$30,000)	\$0	\$0
Small Onsite Management (GFS)		Amd 14	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$30,000		
Small Onsite Management (GFS)		Amd 16	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	(\$45,000)	\$0	
Small Onsite Management (GFS)		Amd 14	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$45,000		
SFY25 Wastewater Management		Amd 16	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$53,636	\$53,636	\$166,136
SFY24 Wastewater Management		Amd 16	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$45,000	\$45,000	
Wastewater Management-GFS		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$45,000	\$45,000	
Wastewater Management-GFS		Amd 1	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$22,500	\$22,500	
SFY23 FPHS-LHJ-GFS		Amd 13	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$100,000	\$1,700,000	\$1,700,000
SFY23 FPHS-LHJ-GFS		Amd 6, 9	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$1,600,000		
FPHS-LHJ-Proviso (YR2)		Amd 7	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	(\$854,000)	\$0	\$854,000
FPHS-LHJ-Proviso (YR2)		Amd 1	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$854,000		
FPHS-LHJ-Proviso (YR1)		Amd 1	N/A	336.04.25	01/01/22	06/30/22	07/01/21	06/30/23	\$854,000	\$854,000	
FPHS-Local Health Jurisdiction		Amd 15	N/A	336.04.25	07/01/23	06/30/24	07/01/23	06/30/25	\$714,000	\$2,314,000	\$2,314,000
FPHS-Local Health Jurisdiction		Amd 14	N/A	336.04.25	07/01/23	06/30/24	07/01/23	06/30/25	\$1,600,000		

Indirect Rate January 1, 2022 through December 31, 2022: 24%

Indirect Rate January 1, 2023 through December 31, 2023: 23%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Start Date	Funding Period End Date	Funding Period Start Date	End Date			
YR 25 SRF - Local Asst (15%) SS		Amd 16	N/A	346.26.64	01/01/24	12/31/24	07/01/23	06/30/25	\$16,750	\$16,750	\$49,000
YR 25 SRF - Local Asst (15%) SS		Amd 13	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$250	\$17,750	
YR 25 SRF - Local Asst (15%) SS		Amd 12	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$17,500		
YR24 SRF - Local Asst (15%) (FO-NW) SS		Amd 5	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$250	\$14,500	
YR24 SRF - Local Asst (15%) (FO-NW) SS		Amd 2	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$500		
YR24 SRF - Local Asst (15%) (FO-NW) SS		Amd 1	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$13,750		
YR 25 SRF - Local Asst (15%) TA		Amd 12	N/A	346.26.66	01/01/23	12/31/23	01/01/23	12/31/23	\$4,000	\$4,000	\$6,000
YR24 SRF - Local Asst (15%) (FO-NW) TA		Amd 1	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$2,000	\$2,000	
TOTAL									\$9,689,345	\$9,689,345	
Total consideration:	\$9,353,099									GRAND TOTAL	\$9,689,345
	\$336,246										
GRAND TOTAL	\$9,689,345									Total Fed	\$4,247,194
										Total State	\$5,442,151

*Catalog of Federal Domestic Assistance

**Federal revenue codes begin with "333". State revenue codes begin with "334".

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: COVID-19 LHJ Gap Funding -
Effective July 1, 2023

Local Health Jurisdiction Name: Island County Public Health Department

Contract Number: CLH31012

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: July 1, 2023 through June 30, 2024

Funding Source <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Statement of Work Purpose: The purpose of this statement of work is to support LHJ COVID-19 work utilizing American Rescue Plan Act (ARPA) funding.

Revision Purpose: The purpose of this revision is to add language under Special Requirements to address use of these funds for COVID-19 vaccine purchases.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change None	Total Allocation
FY24 LHJ COVID-19 ARPA	926C0240	21.027	333.21.02	07/01/23	06/30/24	531,716	0	531,716
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						531,716	0	531,716

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Task 1, 2, and 3 Activities Supported by LHJ COVID-19 Gap Supplemental			July 1, 2023 – June 30, 2024	Reimbursement for actual costs incurred, not to exceed total funding allocation. Due date: Every 60 days as specified in the ConCon billing instructions.
1.	Provide vaccination services to increase COVID-19 vaccine availability in the community. Vaccination services are defined as those outside the usual healthcare delivery method, such as pop-up clinics, mobile clinics, non-clinical facilities and may be conducted during non-traditional hours such as evenings and weekends. Activities may include vaccine strike teams, mobile vaccine clinics,	Vaccine availability to the community and prioritized in your jurisdiction's community.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	satellite clinics, temporary or off-site clinics to travel and provide vaccination services in non-traditional settings, community outreach/messaging or to supplement the work of other community partners in underserved communities and may include administration costs for COVID-19 vaccine.			
1A.	Vaccination data – will be maintained according to current state and federal requirements. Vaccine Registration Systems – If a local jurisdiction or region does not have a registration system(s) then include internet based, phone option and other methods to ensure equitable registration. The state PrepMod system and tools will be available for use.	Submission of vaccine use into WA IIS database within 48 hours of use. Jurisdiction/Regions will ensure a fair and equitable process for registration of eligible Washingtonians across all available modalities.	Within two (2) days of vaccine use	
1B.	Specific itemized breakdown of activities and costs from our partners for vaccine efforts and keeping Washington safe.	Final written report including activities completed and how LHJ addressed equitable distribution of the vaccine, community outreach and messaging.	Report due within 30 days of the end of each quarter listed below: Year 1 Quarter 1 July 1, 2023-September 30, 2023 Year 1 Quarter 2 October 1, 2023-December 31, 2023 Year 1 Quarter 3 January 1, 2024-March 31, 2024 Year 1 Quarter 4 April 1, 2024-June 30, 2024	
1C.	<i>COVID-19 vaccine purchase</i>	<i>See Special Requirements Below</i>	<i>See reporting requirements in 1A and 1B</i>	
2.	Participate in public health emergency preparedness and response activities for COVID-19. This may include surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and or other preparedness and response activities for COVID-19. Examples of key activities include: <ul style="list-style-type: none"> • Incident management for the response • Testing • Case Investigation/Contact Tracing 	See Special Requirements below.	See Special Requirements below.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> 5. Ensure contact tracing and case investigations activities meet DOH case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHJs and Tribes.) Work with DOH to develop a corrective action plan if unable to meet metrics. ii. Case investigation <ul style="list-style-type: none"> 1. Strive to maintain the capacity to conduct targeted investigations as appropriate. 2. Enter all case investigation and outbreak data in WDRS following DOH guidance. <ul style="list-style-type: none"> a) Strive to enter all case investigation and outbreak data into CREST as directed by DOH. b) Ensure all staff designated to utilize WDRS have access and are trained in the system. c) Include if new positive cases are tied to a known existing positive case or indicate community spread. d) Conduct targeted case investigation and monitor outbreaks. e) Coordinate with Tribal partners in conducting case investigations for tribal members. 3. Ensure contact tracing and case investigation activities meet DOH Case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHJs, and Tribes.) Work with DOH to develop a corrective action plan if unable to meet metrics. b. Testing <ul style="list-style-type: none"> i. Work with partners and Tribes to ensure testing is available to every person within the jurisdiction meeting current DOH criteria for testing and other local testing needs. ii. Work with partners and Tribes to ensure testing is provided in a culturally and linguistically responsive manner with an emphasis on making testing available to 	<p>Enter all case investigation data in WDRS-following guidance from DOH.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>disproportionately impacted communities and as a part of the jurisdiction's contact tracing strategy.</p> <p>iii. Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH on testing locations and volume as requested.</p> <p>c. Surveillance FTE support at a minimum of .5 FTE Epidemiologist to support daily reporting needs below.</p> <p>i. Ensure all COVID positive lab test results from LHJ are entered in to WDRS by 1) entering data directly in to WDRS, 2) sending test results to DOH to enter, or 3) working with DOH and entities conducting tests to implement an electronic method for test result submission.</p> <p>ii. Maintain records of all COVID negative lab test results from the LHJ and enter into WDRS when resources permit or send test results to DOH.</p> <p>iii. Collaborate with Tribes to ensure Tribal entities with appropriate public health authority have read/write access to WDRS and CREST to ensure that all COVID lab results from their jurisdictions are entered in WDRS or shared with the LHJ or DOH for entry.</p> <p>d. Tribal Support. Ensure alignment of contact tracing and support for patients and family by coordinating with local tribes if a patient identified as American Indian/Alaska Native and/or a member of a WA tribe.</p> <p>e. Support Infection Prevention and control for high-risk populations</p> <p>i. Migrant and seasonal farmworker support. Partner with farmers, agriculture sector and farmworker service organizations to develop and execute plans for testing, quarantine and isolation, and social service needs for migrant and seasonal farmworkers.</p>	<p>Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH Contract manager on testing locations and volume as requested.</p> <p>Ensure all COVID positive test results are entered into WDRS within 2 days of receipt</p> <p>Quarterly performance updates related to culturally and linguistic competency and responsiveness, tribal support, infection prevention and control for high-risk populations, community education and regional active monitoring activities. Performance update should include status of all projects listed.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> ii. Congregate care facilities: In collaboration with the state licensing agency (DSHS), support infection prevention assessments, testing. Infection control and isolation and quarantine protocols in congregate care facilities. iii. High risk businesses or community-based operations. In collaboration with state licensing agencies and Labor and Industries, partner with food processing and manufacturing businesses to ensure adequate practices to prevent COVID-19 exposure, conduct testing and respond to outbreaks. iv. Healthcare: Support infection prevention and control assessments, testing, cohorting, and isolation procedures. Provide educational resources to a variety of healthcare setting types (e.g., nursing homes, hospitals, dental, dialysis). v. Non-healthcare settings that house vulnerable populations: In collaboration with state corrections agency (DOC) and other state partners, support testing, infection control, isolation and quarantine and social services and wraparound supports for individuals living or temporarily residing in congregate living settings, including detention centers, prisons, jails, transition housing, homeless shelters, and other vulnerable populations. vi. Schools: In collaboration with OSPI and local health jurisdictions, support infection prevention and control and outbreak response in K-12 and university school settings. <p>f. Ensure adequate resources are directed towards H2A housing facilities within communities, fishing industries and long-term care facilities to prevent and control disease transmission. Funds can be used to hire support staff, provide incentives or facility-based funding for onsite infection prevention efforts, etc.</p>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>g. Community education. Work with Tribes and partners to provide culturally and linguistically responsive community outreach and education related to COVID-19.</p> <p>h. Establish sustainable isolation and quarantine (I&Q) measures in accordance with WAC 246-100-045 (Conditions and principles for isolation or quarantine).</p> <p>i. Have at least one (1) location for conducting I&Q operations identified and confirmed. This location should be sufficient for supporting I&Q services that are adequate for the population for your jurisdiction and have an ability to expand if needed. This can be through contract/formal agreement; alternatively, the jurisdiction may establish with an adjacent jurisdiction a formal agreement to provide the isolation and quarantine capacity adequate to the population for your jurisdiction with the ability to expand.</p> <p>ii. Maintain ongoing census data for isolation and quarantine for your population.</p> <p>iii. Planning must incorporate transfer or receipt of people requiring I&Q support to and from adjacent jurisdictions or state facilities in the event of localized increased need.</p> <p>Planning must incorporate indicators for activating and surging to meet demand and describe the process for coordinating requests for state I&Q support, either through mobile teams or the state facility.</p>	<p>Quarterly performance updates to include name, address and capacity of identified location that can support isolation and quarantine, and confirmation of appropriate planning and coordination as required.</p> <p>Report census numbers to include historic total by month and monthly total for current quarter to date</p>		

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

Special Requirements:

A report on the specific areas the LHJ partners have spent the ARPA vaccine dollars if the legislature requests this information.

The funds from the American Rescue Plan Act are not available for the purchase of vaccines when the federal government is already making COVID-19 vaccines available to certain populations. The Department of Health Office of Immunization, is using a combination of federal and state funds to supply COVID-19 vaccines for the following groups:

- *All children less than 19 years of age.*
- *Adults 19 years of age and older who are:*
 - *Uninsured.*
 - *Underinsured – lacks cost-free coverage for COVID-19 vaccines.*

To access these vaccines, healthcare providers must be enrolled in the Childhood Vaccine Program and/or the Adult Vaccine Program.

In order for LHJs to utilize the American Rescue Plan Act (FY24 LHJ COVID-19 ARPA) funding as listed on the LHJ con-con to purchase COVID-19 vaccines beyond what is currently available as stated above for administration in their jurisdiction, the LHJ must follow the guidance provided. In this guidance, it specifically asks that this funding is targeted to disproportionately impacted, underserved populations and communities having COVID-19 impacts that are documented and the response must be tailored to benefit this impacted class.

DOH has received the following guidance: to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or 'classes' of beneficiaries that experienced pandemic impacts and provide services to those classes. You should refer to pages 32 and 33 of the Overview of the Final Rule for (1) identifying impacts to a specific household or class of households and (2) tailoring the response to benefit this impacted class.

If LHJs identify a disproportionately impacted underserved population in their LHJ COVID-19 vaccination plan that would benefit from expanded access to COVID-19 vaccines and is not already served by another state program, they may use this funding to purchase COVID-19 vaccines in support of a documented mission.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Office of Drinking Water Group A Program - Effective January 1, 2022.

Local Health Jurisdiction Name: Island County Public Health Department

Contract Number: CLH31012

SOW Type: Revision **Revision # (for this SOW)** 6

Period of Performance: January 1, 2022 through December 31, 2024

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Contractor	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input checked="" type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Statement of Work Purpose: The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems

Revision Purpose: The purpose of this revision is to extend the period of performance from December 31, 2023 to December 31, 2024, and provide additional Sanitary Survey funding. In addition, this revision updates the Master Index Title removing (FO-NW) from YR 25 SRF and updates the Master Index code from 24229225 to 24119225.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
YR 24 SRF - LOCAL ASST (15%) (FO-NW) SS	24229224	N/A	346.26.64	01/01/22	12/31/22	14,500	0	14,500
YR 24 SRF - LOCAL ASST (15%) (FO-NW) TA	24229224	N/A	346.26.66	01/01/22	12/31/22	2,000	0	2,000
YR 25 SRF - LOCAL ASST (15%) SS	24119225	N/A	346.26.64	01/01/23	12/31/23	17,750	0	17,750
YR 25 SRF - LOCAL ASST (15%) TA	24119225	N/A	346.26.66	01/01/23	12/31/23	4,000	0	4,000
YR 25 SRF - LOCAL ASST (15%) SS	24119225	N/A	346.26.64	01/01/24	12/31/24	0	16,750	16,750
						0	0	0
TOTALS						38,250	16,750	55,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<p>Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office.</p> <p>See Special Instructions for task activity.</p> <p>The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small</p>	<p>Provide Final* Sanitary Survey Reports to ODW Regional Office. Complete Sanitary Survey Reports shall include:</p> <ol style="list-style-type: none"> Cover letter identifying significant deficiencies, significant findings, observations, recommendations, and referrals for further ODW follow-up. Completed Small Water System checklist. Updated Water Facilities Inventory (WFI). 	<p>Final Sanitary Survey Reports must be received by the ODW Regional Office within 30 calendar days of conducting the sanitary survey.</p>	<p>Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$250 for each sanitary survey of a non-community system with three or fewer connections.</p> <p>Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$500 for each sanitary survey of a non-community system with four or more connections and each community system.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	community and non-community Group A water systems.	4. Photos of water system with text identifying features 5. Any other supporting documents. *Final Reports reviewed and accepted by the ODW Regional Office.		Payment is inclusive of all associated costs such as travel, lodging, per diem. Payment is authorized upon receipt and acceptance of the Final Sanitary Survey Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
2	Trained LHJ staff will conduct Special Purpose Investigations (SPI) of small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed SPI Report and any supporting documents and photos to ODW Regional Office.	Completed SPI Reports must be received by the ODW Regional Office within 2 working days of the service request.	Upon acceptance of the completed SPI Report, the LHJ shall be paid \$800 for each SPI. Payment is inclusive of all associated costs such as travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed SPI Report within the 2-working day deadline. Late or incomplete reports may not be accepted for payment.
3	Trained LHJ staff will provide direct technical assistance (TA) to small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed TA Report and any supporting documents and photos to ODW Regional Office.	Completed TA Report must be received by the ODW Regional Office within 30 calendar days of providing technical assistance.	Upon acceptance of the completed TA Report, the LHJ shall be paid for each technical assistance activity as follows: • Up to 3 hours of work: \$250 • 3-6 hours of work: \$500 • More than 6 hours of work: \$750 Payment is inclusive of all associated costs such as consulting fee, travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed TA Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
4	LHJ staff performing the activities under tasks 1, 2 and 3 attend periodic required survey training as directed by DOH. See Special Instructions for task activity.	For training attended in person, prior to attending the training, submit an "Authorization for Travel (Non-Employee)" DOH Form 710-013 to the ODW Program	Annually	For training attended in person, LHJ shall be paid mileage, per diem, lodging, and registration costs as approved on the pre-authorization form in accordance with the

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		Contact for approval (to ensure enough funds are available).		current rates listed on the OFM Website http://www.ofm.wa.gov/resources/travel.asp

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Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Program Specific Requirements

Data Sharing

The Office of Drinking Water will share water system information and files with the local health jurisdiction to support the work identified in this statement of work. To request water system data please contact the regional office with the name of the water system, water system ID#, specific information being requested and any timeline requirements. If allowable, please give administrative staff 3 to 5 business days to provide records.

Program Manual, Handbook, Policy References: Field Guide (DOH Publication 331-486).

Special References:

Chapter 246-290 WAC is the set of rules that regulate Group A water systems. By this statement of work, ODW contracts with the LHJ to conduct sanitary surveys (and SPIs and provide technical assistance) for small community and non-community water systems with groundwater sources. ODW retains responsibility for conducting sanitary surveys (and SPIs and provide technical assistance) for small community and non-community water systems with surface water sources, large water systems, and systems with complex treatment.

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. See special instructions under Task 4, below.

Special Billing Requirements

The LHJ shall submit quarterly invoices within 30 days following the end of the quarter in which work was completed, noting on the invoice the quarter and year being billed for. Payment cannot exceed a maximum accumulative fee of ~~\$32,250~~ **\$49,000** for **Task 1**, and **\$6,000** for **Task 2, Task 3 and Task 4** combined during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above. When invoicing for sanitary surveys, bill to BARS Revenue Code 346.26.64.

When invoicing for **Task 1**, submit the list of WS Name, ID #, Amount Billed, Survey Date and Letter Date for which you are requesting payment.

When invoicing for **Task 2-3**, submit the list of WS Name, ID #, TA Date and description of TA work performed, and Amount Billed.

When invoicing for **Task 4**, submit receipts and the signed pre-authorization form for non-employee travel to the ODW Program Contact below and a signed A19-1A Invoice Voucher to DOH Grants Management, billing to BARS Revenue Code 346.26.66 under Technical Assistance (TA).

Special Instructions

Task 1

Trained LHJ staff will evaluate the water system for physical and operational deficiencies and prepare a Final Sanitary Survey Report which has been accepted by ODW. Detailed guidance is provided in the *Field Guide for Sanitary Surveys, Special Purpose Investigations and Technical Assistance* (Field Guide). The sanitary survey will include an evaluation of the following eight elements: source; treatment; distribution system; finished water storage; pumps, pump facilities and controls; monitoring, reporting and data verification; system management and operation; and certified operator compliance. If a system is more complex than anticipated or other significant issues arise, the LHJ may request ODW assistance.

- No more than **2** surveys of non-community systems with three or fewer connections be completed between January 1, 2022 and December 31, 2022.
- No more than **28** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2022 and December 31, 2022.
- No more than **3** surveys of non-community systems with three or fewer connections be completed between January 1, 2023 and December 31, 2023.
- No more than **34** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2023 and December 31, 2023.
- *No more than 7 surveys of non-community systems with three or fewer connections be completed between January 1, 2024 and December 31, 2024.*
- *No more than 30 surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2024 and December 31, 2024.*

The process for assignment of surveys to the LHJ, notification of the water system, and ODW follow-up with unresponsive water systems; and other roles and responsibilities of the LHJ are described in the Field Guide.

Task 2

Trained LHJ staff will perform Special Purpose Investigations (SPIs) as assigned by ODW. SPIs are inspections to determine the cause of positive coliform samples or the cause of other emergency conditions. SPIs may also include sanitary surveys of newly discovered Group A water systems. Additional detail about conducting SPIs is described in the Field Guide. The ODW Regional Office must authorize in advance any SPI conducted by LHJ staff.

Task 3

Trained LHJ staff will conduct Technical Assistance as assigned by ODW. Technical Assistance includes assisting water system personnel in completing work or verifying work has been addressed as required, requested, or advised by the ODW to meet applicable drinking water regulations. Examples of technical assistance activities are described in the Field Guide. The ODW Regional Office must authorize in advance any technical assistance provided by the LHJ to a water system.

Task 4

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work.

If required trainings, workshops or meetings are not available, not scheduled, or if the LHJ staff person is unable to attend these activities prior to conducting assigned tasks, the LHJ staff person may, with ODW approval, substitute other training activities to be determined by ODW. Such substitute activities may include one-on-one training with ODW staff, co-surveys with ODW staff, or other activities as arranged and pre-approved by ODW. LHJ staff may not perform the activities under tasks 1, 2, and 3 without completing the training that has been arranged and approved by ODW.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Office of Immunization COVID-19 Vaccine -
Effective January 1, 2022

Local Health Jurisdiction Name: Island County Public Health Department

Contract Number: CLH31012

SOW Type: Revision **Revision # (for this SOW)** 6

Period of Performance: January 1, 2022 through June 30, 2024

Funding Source <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funding to conduct COVID-19 vaccine activities.

Revision Purpose: The purpose of this revision is to remove tasks.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date	Current Allocation	Allocation Change None	Total Allocation
COVID19 Vaccines R4	74310230	93.268	333.93.26	01/01/22 06/30/24	386,667	0	386,667
COVID 19 CDC Vaccines	74310229	93.268	333.93.26	01/01/22 06/30/24	351,098	0	351,098
					0	0	0
					0	0	0
					0	0	0
					0	0	0
					0	0	0
TOTALS					737,765	0	737,765

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
The purpose of this statement of work is to identify activities and provide funding to support COVID vaccine response outreach, education, and operations. The activities may include other vaccines recommended for the audience population, as long as COVID vaccine is the primary focus and references to other vaccines are secondary.				
3.A	Identify activity/activities to support COVID vaccine response in your community, using the examples below as a guideline. Example 1: Develop and implement communication strategies with health care providers, community, and/or other partners to help build vaccine confidence broadly and among groups anticipated to receive early vaccination, as well as dispel vaccine misinformation. Document and provide a plan that shows the communication strategies used with health care providers and other partners and the locally identified population anticipated to reach.	Summary of the engagement strategies to be used with health care providers and other partners, and the locally identified population to be reached.	January 31, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Example 2: Engage in other vaccination planning activities such as partnership development, provider education, vaccination point of dispensing (POD) planning, tabletop exercises, engagement with communities, leaders, non-traditional provider, or vulnerable populations to develop strategies to ensure equitable access to vaccination services			
3.B	Implement the communication strategies or other activities, working with health care providers and other partners to reach the locally identified population, support providers in vaccination plans, and support equitable access to vaccination services.	Written report describing activity/activities and progress made to-date and strategies used (template to be provided)	June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.C	Catalog activities and conduct an evaluation of the strategies used	Written report, showing the strategies used and the final progress of the reach (template to be provided)	June 30, annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.D	As needed to meet community needs, expand operations to increase vaccine throughput (i.e., providing vaccinations during evenings, overnight, and on weekends) or adjust vaccine delivery approaches to optimize access. Activities may include vaccine strike teams, mobile vaccine clinics, satellite clinics, temporary, or off-site clinics to travel and provide vaccination services in non-traditional settings, or to supplement the work of local health departments in underserved communities, and may include administration costs for other vaccines co-administered at the events. These activities may be done by the local health department or in collaboration with community partners. (see Restrictions on Funds below)	Reports summarizing quantity, type, and frequency of activities	December 31 and June 30, annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.E	At the LHH discretion, provide incentives to persons receiving COVID vaccine, adhering to LHH Guidance for COVID Initiatives Application requirements and allowable/unallowable use of federal funds.	a. LHH Incentive Plan Proposal b. Report that summarizes quantity of incentives purchased and distributed	a. Prior to implementing b. June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.F	As needed to meet community needs, perform as a vaccine depot to provide COVID vaccine. Duties include ordering and redistributing of COVID-19 vaccine, assure storage space for minimum order sizes, initiating transfer in the Immunization Information System (IIS), coordinate with providers for physical transport of doses, and maintaining inventory of COVID vaccine by manufacturer. Immunization COVID-19 funding is specifically required to address COVID-19 vaccination activities. However, the funding can be leveraged to also address and incorporate other non-COVID vaccination activities concurrent to COVID-19	a. Complete a redistribution agreement. b. Report inventory reconciliation page. c. Report lost (expired, spoiled, wasted) vaccine to the IIS. d. Report transfer doses in the IIS and VaccineFinder. e. Monitor and maintain vaccine temperature logs from digital data logger and/or the temperature monitoring system for a minimum of 3 years.	a. Submit upon completion b. Reconcile and submit inventory once monthly in the IIS. c. Report lost vaccine within 72 hours in the IIS. d. Update within 24 hours from when transfers occur.	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	vaccination activities. For example, COVID vaccine storage and distribution may also support monkeypox vaccine storage and distribution, concurrently.		e. Download as needed (retain temperature data on site for 3 years)	

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Program Specific Requirements

Restrictions on Funds:

Coverage of co-administration costs for other vaccines administered at vaccination events does NOT apply to the FEMA Mass Vaccination funding. Coverage of co-administration costs only applies to the vaccine funding (COVID19 Vaccine R4, MI 74310230) allocated for Task 3 of the consolidated contract. FEMA Mass Vaccination funding is only available to cover the costs for COVID vaccine administration and cannot be used for co-administration costs of other vaccines.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: OSS LMP Implementation - Effective July 1, 2023

Local Health Jurisdiction Name: Island County Public Health Department

Contract Number: CLH31012

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: July 1, 2023 through December 31, 2024

Funding Source <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Statement of Work Purpose: The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP).

Note: Statements of work with GFS funds must exhaust those funds before billing ALEA funds. GFS funds in the 07/01/23-06/30/24 funding period cannot roll over into the next funding period. This funding allocation is for the 2023-2025 state biennium. New statements of work with a period of performance of January 1, 2025 to June 30, 2025 will be issued in the next consolidated contract term.

Revision Purpose: The purpose of this revision is to update funding codes for GFS and add funding and a task to support a local low-income rebate and homeowner inspection incentive program.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
SMALL ONSITE MANAGEMENT (GFS)	26701100	N/A	334.04.93	07/01/23	06/30/24	45,000	-45,000	0
SMALL ONSITE MANAGEMENT (GFS)	26701100	N/A	334.04.93	07/01/24	12/31/24	30,000	-30,000	0
SFY24 WASTEWATER MANAGEMENT-GFS	26701140	N/A	334.04.93	07/01/23	06/30/24	0	45,000	45,000
SFY25 WASTEWATER MANAGEMENT-GFS	26701150	N/A	334.04.93	07/01/24	12/31/24	0	53,636	53,636
						0	0	0
						0	0	0
TOTALS						75,000	23,636	98,636

GOALS & MEASURABLE OBJECTIVES

This table summarizes starting and target metrics achieved by implementing the tasks below. This data is reported on an ongoing basis in the semiannual progress reports.

Description (e.g., "OSS compliance")	Units (e.g., "systems")	Starting Amount	Targets
OSS compliant with inspections in Marine Recovery Areas (MRAs) and/or Sensitive Areas (SA)	Number of OSS	185	500
OSS compliant with inspections countywide	Number of OSS	3500	5000
OSS failures identified/corrected in MRA/SA	Number of OSS failures identified and repaired/replaced	2/5	5/10
OSS failures identified/corrected countywide	Number of OSS failure identified and repaired/replaced	54/97	50/100
<i>OSS Inspection Incentives/Rebates issued in MRA/SA</i>	<i>Number of OSS Incentives/Rebates issued</i>	<i>0/0</i>	<i>50/30</i>

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Task 1. Grant Administration This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan and OSS LMP grant program.				
1.1	Bi-monthly Invoicing and Progress Reports DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. LHJ will submit invoices through the ConCon process and will send progress reports and deliverables to the LMP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The LMP Contract Manager may require monthly invoices.	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$7,500 based on actual costs.
1.2	Semi-Annual Progress Reports Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none">• Qualitative:<ul style="list-style-type: none">○ Summary of work○ Barriers to LMP Implementation• Quantitative:<ul style="list-style-type: none">○ OSS inventory metrics○ Enforcement actions○ Outreach and Education efforts	Due July 15 and December 31 for the duration of the contract period	
Task 2. Local Management Plan Implementation This task includes all work done to implement the county’s LMP excluding grant management tasks and inspection rebates/incentives.				
2.1	Database Maintenance and Quality Assurance/Quality Control Database maintenance and QA/QC is ongoing to ensure accurate tracking methods for all OSS in the county. Specific tasks include: <ul style="list-style-type: none">• Import and maintain records from OnlineRME and SmartGOV data management systems• Monitor data input and output for accuracy	<ul style="list-style-type: none">• Supports quality of all reporting associated with this SOW		Reimbursement up to \$54,000 based on actual costs.
2.2	Operations and Maintenance Program Administration <ul style="list-style-type: none">• Mail inspection reminders to homeowners as needed.• Inspection Compliance tracking/mapping• Failure and repair tracking/mapping• Compliance enforcement• Complaint response• O&M data reports about inventory and deficiencies• Collaborate with Surface Water Quality team to notify homeowners in identified risk areas of inspection requirements	a. Enforcement Protocol b. Data on the following: <ul style="list-style-type: none">• Number of OSS with current inspections• Number of OSS failures and calculated risk using DOH-provided risk assessment.• Number of repairs	a. September 1, 2023 b. Report in semi-annual progress report in Subtask 1.2.	

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.3	Education and Outreach Education and outreach are conducted for OSS owners, realtors, builders and consultants. Specific tasks include: <ul style="list-style-type: none">EHD led realtor classesBuilders’ discussion forum with EHDOutreach and flyers to support consultants & owners	Report attendance	With semi-annual reporting	
2.4	Professional Development and Coordination <ul style="list-style-type: none">The LHJ will participate in LMP and West Side Coordinators Meetings and will network between counties.The LHJ will support professional development through:<ul style="list-style-type: none">Attending DOH OSS Program trainingsWashington On-Site Sewage Association (WOSSA) Septicon for up to six (6) staffORENCO in person week for one (1) staff – if offered	a. Attendance and contribution at four (4) meetings per year b. Conference and Training participation as available	a-b. Report attendance semi-annually, as scheduled in Task 1.2	
Task 3. Homeowner Inspection Rebates/Incentives Program <i>Provide low-income rebates to homeowners. Provide inspection compliance incentives to homeowners in priority areas.</i>				
3.1	Low-Income Homeowner Inspection Rebates <i>The County will provide rebates of up to \$350 for low-income homeowners, with priority given to homeowners residing in the Sensitive Areas designated in the current LMP.</i>	<i>a. Provide draft and final process/policy documents to DOH</i> <i>b. Up to 30 rebates for contract period</i>	<i>a. Prior to issuing any rebates</i> <i>b. By grant closeout</i>	<i>Reimbursement up to \$18,692 based on actual costs.</i>
3.2	Homeowner Inspection Incentives <i>Promote inspection compliance with \$150 incentive to homeowners in priority areas.</i>	<i>a. Provide draft and final process/policy documents to DOH</i> <i>b. Up to 50 incentives for contract period.</i>	<i>a. Prior to issuing any incentives</i> <i>b. By grant closeout</i>	
Task 4. Indirects Indirects rates can only be charged to this work if the County has a current approved rate on file with DOH.				
4.1	Indirect rate on \$51,300 at a rate of 24%. Annual rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$13,500 \$18,444 based on actual costs.

Budget	
Category	Amount
Personnel/Salaries	\$36,615
Fringe Benefits	\$19,875
Travel	\$4,500

Supplies	\$510
Contracts	\$0
Other	
• Registration Fees	\$0
• <i>Rebates/Incentives</i>	<i>\$18,692</i>
Total Direct Charges	\$61,500 <i>\$80,192</i>
Indirect Charges (federally approved rate)	\$13,500 <i>\$18,444</i>
TOTAL – Not to Exceed	\$75,000 <i>\$98,636</i>

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Wastewater Treatment Solutions Proviso -
Effective November 1, 2023

Local Health Jurisdiction Name: Island County Public Health Department

Contract Number: CLH31012

SOW Type: Original **Revision # (for this SOW)**

Period of Performance: November 1, 2023 through December 31, 2024

Funding Source <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is for Island County Public Health (ICPH) to use state proviso funds to contract for a study of cost-effective wastewater treatment solutions as an alternative to single-family onsite septic systems (OSS) and sewer that meet the goals the Washington State Growth Management Act. ICPH will contract with a qualified vendor to research and review current data and policy, analyze existing approaches, coordinate with stakeholders, conduct public outreach, and compile a comprehensive report to inform decision-making for affordable housing development opportunities in unincorporated Island County that are protective of public and environmental health. The study will (a) identify current issues with single-family OSS (b) examine barriers to developing affordable housing as it relates to wastewater treatment; and (c) include an opportunity for review and consultation by the Washington State Department of Health (DOH).

NOTE: SFY25 funding in this SOW is for the period of July 1, 2024 through June 30, 2025. Deliverables with due dates after December 31, 2024 are shown for informational purposes only. DOH intends to include any unspent funding for SFY25 in a new SOW in the next consolidated contract term beginning January 1, 2025 for continuation of this project through June 30, 2025.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
SFY24 ISLAND CO TREATMENT PROVISIO	26711840	N/A	334.04.93	11/01/23	06/30/24	0	147,930	147,930
SFY25 ISLAND CO TREATMENT PROVISIO	26711850	N/A	334.04.93	07/01/24	12/31/24	0	147,930	147,930
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	295,860	295,860

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Task 1. Grant Administration This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan (LMP) and OSS LMP grant program.				

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.1	Bi-monthly Invoicing DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. Local or County Health subrecipients will submit invoices through the ConCon process and will send progress reports and deliverables to the Wastewater Management Section (WWMS) contract manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The WWMS contract manager may require monthly invoices.	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$0 based on actual costs.
1.2	Semi-Annual Progress Reports Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none">Summary of work completed in the reporting periodSpending in the reporting period and remaining balance.	Due July 15 and December 31 for the duration of the contract period	
Task 2. Vendor Solicitation and Contracting Complete the competitive bid process to secure a vendor to complete the study.				
2.1	Develop solicitation approach, including developing a request for proposal (RFP). The contractor must be selected through a competitive solicitation process that meets federal, state, and county purchasing requirements. DOH must receive final RFP draft prior to posting.	a. Request for proposal b. Qualifying firm(s) selection criteria	a. November 1, 2023 b. November 1, 2023	Reimbursement up to \$0 based on actual costs.
2.2	Complete contract negotiations with vendor.	Executed contract	January 1, 2024	
Task 3. Project Study Island County Public Health staff will work with the vendor to complete the study. The study will (a) identify any regulatory barriers to the use of alternative technology-based solutions; (b) include an opportunity for review and consultation by the Department of Health (DOH); and (c) include any recommendations from the DOH in the final report.				
3.1	Lead ICPH staff will manage the work and deliverables of the subcontractor to ensure project alignment and timely results throughout funding period to ensure the vendor sufficiently provides the following: <ul style="list-style-type: none">Regular invoicing and reportingResearch and data files; outreach materials and resultsDraft and final reports aligning with goals in RFP.	a. Comprehensive report of the study with background, results, and conclusions, including recommendations. b. Data and outreach materials used to compile report	a. Draft summary report March 30, 2025 Final report June 30, 2025 b. June 30, 2025	Reimbursement up to \$270,860 based on actual costs.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Task 4. Indirect Costs Indirect charges based on DOH-approved indirect rate and cost allocation plan.				
4.1	Annual indirect rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$25,000 based on actual costs.

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.



ISLAND COUNTY COMMISSIONERS

WORK SESSION AGENDA

MEETING DATE: 12/6/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: BOCC Staff

Amount of time requested for agenda discussion. 15 minutes

DIVISION: Not Applicable

Agenda Item No.: 1

Subject: Discussion of Certification of Levies for the Collection of Taxes in the Year 2024.

Description: Certification by the Legislative Authority of tax amounts by taxing districts for levy purposes.

Attachment: RCW84.52.020, Levy District Certifications and Resolutions

Request: *(Check boxes that apply)*

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

DIVISION: Not Applicable

Agenda Item No.: 2

Subject: Appointment to the Island County Fire Protection District #1

Description: Considering an application to fill a vacancy on the Island County Fire Protection District #1 Board.

Attachment: RCW42.12.080(5)

Request: *(Check boxes that apply)*

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

DIVISION: Not Applicable

Agenda Item No.: 3

Subject: Request for joint reappointment to the Historic Preservation Commission (HPC)

Description: The Board received a request from the Town of Coupeville for Joint Reappointment to Historic Preservation Commission (HPC) for Position 1, Joint Appointment with the Town. The Town of Coupeville Approved the reappointment on October 24, 2023.

Attachment: Committee Roster, Town of Coupeville Appointment Letter

Request: *(Check boxes that apply)*

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

2023-2024 Levy Districts

District
C. Whidbey - Fire/Rescue #5
Camano - Fire/Rescue #1
Cemetery #1
Cemetery #2
City of Langley
City of Oak Harbor
City: Town of Coupeville
Coupeville School #204
Is. County Conservation Futures
Is. County Current Expenses
Is. County Roads
Library - Sno-Isle - Camano Bond
Library - Sno-Isle - Coupeville Bond
Library - Sno-Isle - District
N. Whidbey - Fire/Rescue #2
N. Whidbey Pool, Park & Rec District
Oak Harbor School #201
Port of Coupeville
Port of South Whidbey
S. Whidbey - Fire/Rescue #3
S. Whidbey Park & Rec - General
S. Whidbey School #206
Stan/Cam School #205/401
Whidbey Health - Bond
Whidbey Health - EMS
Whidbey Health - General/Regular

NOV 21 2023

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

ISLAND COUNTY
COMMISSIONER'S OFFICE

In accordance with RCW 84.52.020, I Cheryl Engle (Name),
Fire Commissioner Chair (Title), for Central Whidbey Island Fire & Rescue #5 (District name),
do hereby certify to the Island County (Name of county) County legislative authority
that the Fire Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on Nov. 20, 2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u>Bond</u>
Total certified levy request amount, which includes the amounts below.	4,300,000.00	441,475.09
Administrative refund amount	1,592.97	675.09
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Cheryl Engle Date: 11-20-2023

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Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

November 21, 2023

Island County Commissioners/Assessors
1 NE 7th Street
Coupeville, WA 98239

Re: 2024 Budget Resolution 23-10 and 2024 Levy Certification

Attached are the above documents to be filed with the Island County Commissioners and Assessors office.

Please let me know if you have any questions.

A handwritten signature in blue ink that reads "Cathy Niir".

Cathy Niir, Finance Officer
(360) 678-3602

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NOV 21 2023
ISLAND COUNTY
COMMISSIONER'S OFFICE



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

IN THE MATTER OF
ADOPTING THE BUDGET FOR 2024

Resolution 23-10

WHEREAS: Central Whidbey Island Fire & Rescue, Island County have made certification of the taxes levied to the Island County Council;

WHEREAS: The Fire Commissioners of Central Whidbey Island Fire & Rescue establishes an official budget each year to provide operating funds and capital funds.

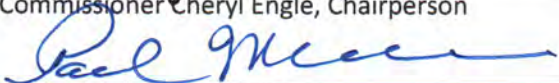
IT IS HERBEY RESOLVED AS FOLLOWS:

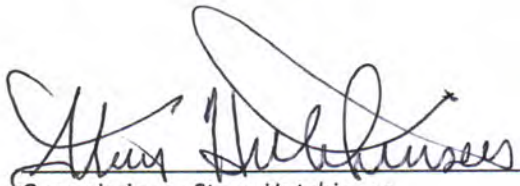
1. That the attached 2024 Budget be hereby adopted as the official budget of Central Whidbey Island Fire & Rescue for calendar year 2024.
2. The honorable Island County Council be and herby requested to make a Regular Levy for 2024 for Central Whidbey Island Fire & Rescue of \$4,300,000.00.
3. The Island County Treasurer be and is hereby authorized and directed to deposit and sequester the moneys received from the collection of the tax levy specified in section 2 above in the amount and fund specified below:
 - a. \$4,300,00.00 Regular Levy into the General Fund of Central Whidbey Island Fire & Rescue
 - b. \$441,475.09 Exce3ss Levy in the Bond Fund of Central Whidbey Island Fire & Rescue
 - c. \$1,592.97 Refund Levy into the general Fund of Central Whidbey Island Fire & Rescue
4. The one copy of this resolution together with the 2024 Budget be delivered to the Idsland County Council and the Island County Assessor's office.

ADOPTED by the Board of fire Commissioners of Central Whidbey Island Fire & Rescue, Island County Washington at a regular meeting this 20th day of November, 2024.

Central Whidbey Island Fire & Rescue
Board of Fire Commissioners

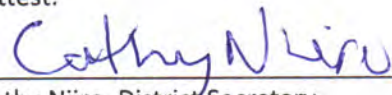

Commissioner Cheryl Engle, Chairperson


Commissioner Paul Messner



Commissioner Steve Hutchinson

Attest:



Cathy Niiru, District Secretary



Form REV 64 0100 NOV 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Amy Martin (Name),
Board Secretary (Title), for Island County Fire Protection District #1 (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Board of Fire Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on Nov. 28th, 2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u>EMS</u>
Total certified levy request amount, which includes the amounts below.	9,007,123.40	3,003,030.66
Administrative refund amount	7,123.40	3,030.66
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.		1,007,763.54			
Administrative refund amount		3,963.54			
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11-28-2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Camano Island Fire and Rescue
Island County Fire Protection District No. 1
811 N. Sunrise Blvd.
Camano Island, WA 98282

Resolution 2023-06

A RESOLUTION ADOPTING THE TAX REVENUES AND BUDGET FOR THE YEAR 2024

Whereas, the County Assessor for Island County has provided the Board of Fire Commissioners of Island County Fire Protection District No. 1 the preliminary assessed value of real properties lying within the boundaries of said District on October 2nd, 2023; and,

Whereas, Title 84.52.020 of the Revised Code of Washington requires that the District must certify to the county legislative authority for the purpose of levying District taxes, budgets or the estimates of the amount to be raised by taxation; and,

Whereas, the taxable assessed valuation for Fire Protection Services of real properties lying within the boundaries of said District for the calendar 2023 is reported to be \$6,676,288,052.00; and,

Whereas, the assessed valuation for Fire Protection Services of new construction of properties lying within the boundaries of said District for the Calendar year 2023 is reported to be \$58,536,604.00; and,

Whereas, the taxable assessed valuation for Emergency Medical Care Services of real properties lying within the boundaries of said District for the calendar year 2023 is reported to be \$6,896,473,493.00; and,

Whereas, the assessed valuation for Emergency Medical Care Services of new construction of properties lying within the boundaries of said District for the Calendar year 2023 is reported to be \$59,227,678.00; now,

Therefore be it Resolved, that

1. The attached hereto Levy Certification (by this reference made a part of this resolution) be, and hereby is adopted as the budget of Island County Fire Protection District No. 1 for the calendar year 2024.
2. That the Honorable Board of County Commissioners of Island County, Washington, be and are hereby requested to make levies for 2023 (for tax collection in 2024) for said Island County Fire Protection District No. 1 in the following amounts of \$9,000,000.00 (Fire Levy), \$3,000,000.00 (EMS Levy), and \$14,117.60 (Refund Levy), for a total levy amount of \$12,014,117.60.
3. That the County Treasurer of Island County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above in the amounts and funds specified below:

A. \$12,014,117.60
B. \$ - 0 -

Expense Fund of said District
into the Reserve Fund of said District

C. \$ - 0 - Registered Warrant Fund
D. \$1,003,800.00 to be used for the sole purpose of paying the interest and principal of said District's General Obligation Bonds heretofore authorized and now outstanding. This levy to be without limitation as to rate or amount, and sufficient to pay the principal of and interest on said bonds as the same shall become due.

E. \$ - 0 - into the Capital Improvement Fund of said District
F. \$ - 0 - into the other Fund of said District

4. That one copy of this resolution together with the Levy Certification shall be delivered to each of the following:

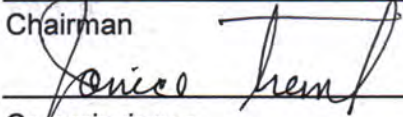
Board of Island County Commissioners
Assessor of Island County, Washington.

Be it Further Resolved, that,

Should any adjustments in the above identified amounts become necessary due to tax increase limit legislation, tax limits due to prorating, or due to errors in making estimations on assessed values, all such adjustments will be made to the combined total of the amounts deposited into the Expense Fund of said District.

Adopted at a meeting of the Board of Fire Commissioners, Island County Fire Protection District No. 1, this 28th day of November 2023.

Chairman


Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:


Board Secretary

Ordinance / Resolution No. 2023-07

EMS Levy

RCW 84.55.120

WHEREAS, the Board of Fire Commissioners of Island County Fire Protection District #1 has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 2,489,128.45; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 510,871.55
which is a percentage increase of 20.5 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 28 day of November, 2023.

James T. Hunt
Rui E. Williams

Rene Williams

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

Form 64 0100
RECEIVED

NOV 21 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I

Commissioner

Lee Koetje
(Title), for ICCD #1

(Name),

(District name),

do hereby certify to the Island

(Name of county) County legislative authority

that the Commissioners

(Commissioners, Council, Board, etc.) of said district requests

that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's

budget, which was adopted following a public hearing held on 11/14/23 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.	<u>33,046.18</u>	
Administrative refund amount	<u>46.18</u>	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Lee Koetje Date: 11/14/23

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Ordinance / Resolution No. 2023-4
RCW 84.55.120

WHEREAS, the Commissioners of ICCD # 1 has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 27,464.16; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 274.64
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 14 day of November, 2023.

Liz Reedy
Liz Reedy

Lee Koetje
Liz Reedy

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Dawn L Wilson (Name),
Auditing Officer/Accountant (Title), for Island County Cemetery District #2 (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11/14/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.	45,000.00	
Administrative refund amount	28.28	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

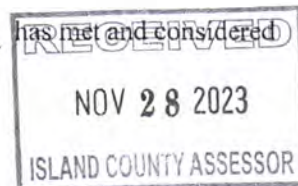
*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Dawn L Wilson Date: 11/14/2023

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Ordinance / Resolution No. 112
RCW 84.55.120

WHEREAS, the Board of Commssioners of Island County Cemetery
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2023; and,



WHEREAS, the districts actual levy amount from the previous year was \$ 45,000.00; and,
(Previous year's levy amount)


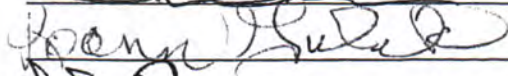

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

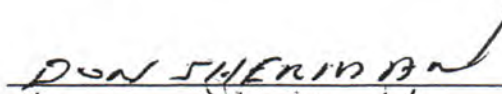
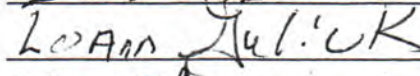
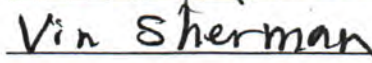
BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 375.92
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 14 day of November, 2023.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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NOV 21 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Wanda J. Grone (Name),
Finance Director (Title), for the City of Langley (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Council (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11/6/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.	500,243.71	
Administrative refund amount	243.71	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.		171,892.27			
Administrative refund amount		124.86			
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Wanda J. Grone Date: 11/6/2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

City of Langley

112 Second Street
P.O. Box 366
Langley, WA 98260
(360) 221-4246
www.langleywa.org



Scott Chaplin
Mayor
Fax (360) 221-4265

November 20, 2023

Board of Island County Commissioners
1 NE 7th Street
Coupeville, WA 98239

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ISLAND COUNTY
COMMISSIONER'S OFFICE

RE: City of Langley Ad Valorem Property Tax Levy for collections in 2024

In accordance with RCW 35A.33.135 (Levy for ad valorem tax), RCW 84.52.020 (City and district budgets to be filed with county legislative authority), and RCW 84.52.025 (Budgets of taxing districts filed with county commissioners to indicated estimate of cash balance), please find enclosed the following:

- City of Langley Resolution No. 838 authorizing the 2024 regular property tax levy
- City of Langley Levy Limitations Worksheet for 2024 regular levy taxes
- City of Langley Bond Levy Limitations Worksheet for 2024 bond levy taxes
- City of Langley Levy Certification for levy amounts to be collected in 2024
- City of Langley 2024 Draft Budget with historical data

Please contact Finance Director Wanda Grone (360) 221-4208 should you have any questions.

Sincerely,

Wanda J. Grone, CPA
Finance Director

Mark Rentfrow
City Administrator/Clerk

cc: Kristina Mayhew, Chief Deputy Assessor

Enclosures

Ordinance / Resolution No. 838
RCW 84.55.120

WHEREAS, the City of the City of Langley has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 463,299.69; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 4,633.00
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 6 day of November, 2023.

Scott Chaplin
Scott Chaplin, Mayor

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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NOV 13 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Robert Severns (Name),
Mayor (Title), for City of Oak Harbor (District name),
do hereby certify to the Island County Commissioners (Name of county) County legislative authority
that the City Council (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11/8/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.	7,706,646.15	
Administrative refund amount	6,646.15	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.		586,162.16			
Administrative refund amount		162.16			
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11.08.2023

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NOV 13 2023

ORDINANCE NO. 1981

ISLAND COUNTY
COMMISSIONER'S OFFICE

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, LEVYING THE GENERAL PROPERTY TAXES FOR THE CITY OF OAK HARBOR FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024, ON ALL PROPERTY, BOTH REAL AND PERSONAL WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CARRY ON THE OPERATIONS OF THE CITY FOR THE ENSUING YEAR.

WHEREAS, the City Council of the City of Oak Harbor, Washington, has met and considered the City's anticipated budgeted financial requirements for the calendar year 2024; and

WHEREAS, the population of the City is more than 10,000.

Now, therefore, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section one: That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$74,022.68 which is a percentage increase of 101% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section two: The City Council of the City of Oak Harbor, Washington gives authorization for the Mayor to sign and certify the Island County Property Tax Levy form.

Section three: Effective Date. This Ordinance shall be in full force and effect five (5) days after publication.

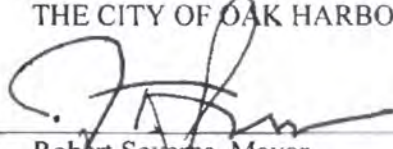
PASSED by the City Council this 8th day of November, 2023.

Veto
Approve

()
(✓)

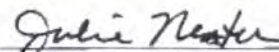
THE CITY OF OAK HARBOR

By:

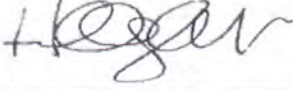

Robert Severns, Mayor

Attest:

Dated: 11.08.2023


Julie Nester, City Clerk

Approved as to Form:



Hillary Evans, City Attorney

Published: 11.15.2023

RECEIVED
Form 64 0100

NOV 29 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Jennifer Carpenter (Name),
Clerk Treasurer (Title), for Town of Coupeville (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Council (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11/28/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount , which includes the amounts below.	450,611.57	
Administrative refund amount	611.57	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Jennifer Carpenter Date: 11/20/23

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

TOWN OF COUPEVILLE
Coupeville, Washington

ORDINANCE NO. 789

AN ORDINANCE of the Town Council of the Town of Coupeville, levying taxes on all property – Real, Personal, and Utility, subject to taxation within the corporate limits of the Town of Coupeville, Washington for the year 2024 – Pursuant to RCW 84.55.120

WHEREAS, the Town Council of the Town of Coupeville has met and considered a 1% property tax increase for the budget calendar year 2024; and

WHEREAS, the Town of Coupeville's actual levy amount from the previous year was \$422,019.79; and

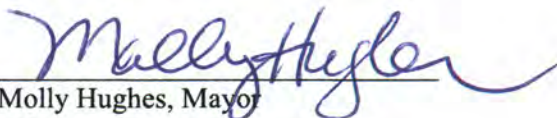
WHEREAS, the population of the Town of Coupeville is less than 10,000; and now, therefore

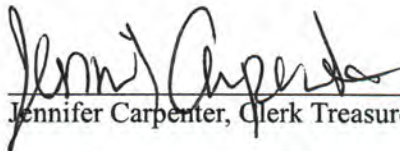
BE IT ORDAINED by the Town Council of the Town of Coupeville that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$4,220.20, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in value of state assessed property, any annexations that have occurred and any refunds made.

ADOPTED by the Town Council and **APPROVED** by the Mayor this 24th day of October, 2023

MAYOR

ATTEST


Molly Hughes, Mayor


Jennifer Carpenter, Clerk Treasurer

APPROVED: October 24, 2023
PUBLISHED: November 4, 2023
EFFECTIVE: January 1, 2024

TOWN OF COUPEVILLE
Coupeville, Washington
ORDINANCE NO. 791

**AN ORDINANCE ADOPTING A BUDGET FOR THE TOWN OF
COUPEVILLE, WASHINGTON FOR THE YEAR 2024, AND
SETTING FORTH IN SUMMARY FORM THE TOTALS OF
ESTIMATED EXPENDITURE APPROPRIATIONS FOR EACH
SEPARATE FUND.**

WHEREAS, State law requires that the Town adopt an annual budget before the end of each calendar year; and

WHEREAS, the Town Council held a public workshop on November 9, 2023 in preparation of the Town's 2024 Budget; and

WHEREAS, the Mayor and Clerk-Treasurer have recommended a budget as provided by law; and

WHEREAS, the Town Council held, on November 14, 2023; and November 28, 2023; public hearings on the Recommended Budget, also as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE, WASHINGTON, as follows:

Section 1

In accordance with the provisions of RCW Chapter 35.33, the budget of the Town of Coupeville for 2024, total expenditure amount of \$8,346,558 is hereby adopted which is attached hereto as Exhibit A and which shall be kept on file in the office of the Clerk-Treasurer

Section 2

The totals of budgeted expenditure appropriations for each separate fund are set forth in summary form as follows:

Fund	Expenditures
	2024
001 General Fund	1,998,407.00
005 General Managerial Fund	324,800.00
101 Street Fund	259,033.00
102 Street Construction Fund	1,462,581.00
104 Hotel/motel Tax Fund	89,000.00
105 Capital Improvement Fund	0.00
107 Harbor Improvements	0.00
109 Park Impact Fee Fund	1,653,180.00
410 Water Utility	547,500.00
411 Water Managerial Fund	874,729.00
420 Utilities Sewer	812,000.00
421 Sewer Managerial Fund	178,386.00
430 Storm Water Utility	146,942.00
431 Storm Managerial Fund	
	8,346,558.00

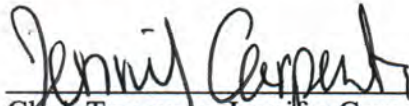
Section 3

The Town Clerk-Treasurer is directed to transmit a certified copy of the budget, hereby adopted, to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

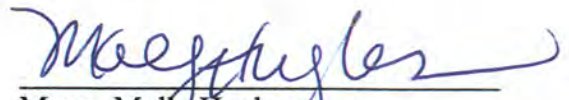
Section 4 – Effective Date

This ordinance shall take effect and be in force **January 1, 2024**.

ATTEST


Clerk Treasurer, Jennifer Carpenter

MAYOR


Mayor Molly Hughes

APPROVED: November 28, 2023

PUBLISHED: December 2, 2023

EFFECTIVE: January 1, 2024

Form 64 0100
RECEIVED

NOV 16 2023

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

RECEIVED

NOV 16 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

In accordance with RCW 84.52.020, I

Lori McLeod (for Larry Francois ESD Supt.)

(Name),

Fiscal Services Supervisor

(Title), for

Coupeville School District

ISLAND COUNTY ASSESSOR

(District name),

do hereby certify to the Island (Name of county) County legislative authority that the Board (Commissioners, Council, Board, etc.) of said district requests that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's budget, which was adopted following a public hearing held on 7/27/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* Cap Proj Tech
Total certified levy request amount, which includes the amounts below.			2,704,967.03	3,003,783.44	500,993.26
Administrative refund amount			4,967.03	3,783.44	993.26
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Lori R. McLeod Date: Nov 16, 2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

COUPEVILLE SCHOOL DISTRICT NO. 204
ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 2023-09
ADOPTION OF 2023-2024 BUDGET

RECEIVED

NOV 16 2023

ISLAND COUNTY ASSESSOR

A RESOLUTION of the Board of Directors of Coupeville School District No. 204, Island County, Washington, fixing and determining fund appropriations; adopting the 2023-2024 budget, the four-year budget plan summary and the four-year enrollment projection; approving certain fund transfers; and providing for other related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF COUPEVILLE SCHOOL DISTRICT NO. 204, ISLAND COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Coupeville School District No. 204, Island County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2023-2024 fiscal year and published electronic notice of the same on its website. The 2023-2024 budget includes, among other things, certain fund transfers, a complete financial plan of the District for the ensuing 2023-2024 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2023-2024 budget on or before August 1, 2023. Prior to adoption of the 2023-2024 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2023-2024 budget, the four-year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on July 27, 2023, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2023-2024 budget.

Section 2. Fixing and Determining Fund Appropriations; Adoption of 2023-2024 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

(a) The Board hereby fixes and determines the appropriation from each fund contained in the 2023-2024 budget, as follows:

General Fund	\$18,438,027
Capital Projects Fund	\$3,090,000
Transportation Vehicle Fund	\$207,000
Debt Service Fund	\$0
Associated Student Body Fund	\$245,280

(b) The Board hereby adopts the 2023-2024 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

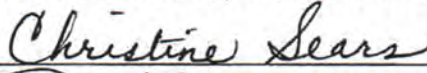
Section 3. Fund Transfers.

(a) Pursuant to RCW 28A.150.270 and WAC 392-121-445, the Board, in relation to the 2023-2024 budget, hereby (i) approves the transfer or transfers of funds that are not State of Washington apportionment ("State Apportionment"), but are from other district sources that are more particularly described in the 2023-2024 budget; and (ii) authorizes the District's Business Manager to determine the exact amount and timing of such transfer or transfers of district funds.

Section 4. General Authorization and Ratification. The Secretary to the Board, the President of the Board, the District's Business Manager and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

ADOPTED by the Board of Directors of Coupeville School District No. 204, Island County, Washington, at a regular open public meeting thereof, held this 27th day of July, 2023, the following Directors being present and voting in favor of the resolution.

COUPEVILLE SCHOOL DISTRICT NO. 204
ISLAND COUNTY, WASHINGTON



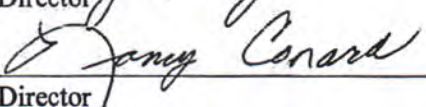
President and Director



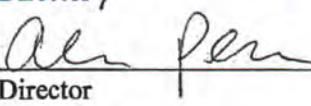
Vice President and Director



Director



Director



Director



Secretary to the Board of Directors

Levy Certification

Submit this document, or something similar, to the county legislative authority on or before **November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

RECEIVED

NOV 06 2023

In accordance with RCW 84.52.020, I Nicole Wehl (Name),
Finance Manager (Title), for Camano Is Library Capital Facility Area (LCFA) **ISLAND COUNTY ASSESSOR** (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Camano Island LCFA Governing Body (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 10/17/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.	271,532.63				
Administrative refund amount	1,132.63				
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Nicole Wehl Date: 11/6/2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

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CAMANO ISLAND LIBRARY CAPITAL FACILITY AREA
ISLAND COUNTY, WASHINGTON

NOV 06 2023

RESOLUTION NO. 2023-01

ISLAND COUNTY ASSESSOR

RESOLUTION OF THE GOVERNING BODY OF THE CAMANO ISLAND LIBRARY CAPITAL FACILITY AREA
CONCERNING THE PROPERTY TAX LEVY (RCW 84.55.120)

WHEREAS, the Governing Body of the Camano Island Library Capital Facility Area (CILCFA) has met and considered its funding requirements for the calendar year 2024; and,

WHEREAS, the CILCFA is required to pay annual principal and interest on the CILCFA Unlimited Tax General Obligation Bonds – 2014; and

WHEREAS, the CILCFA actual excess tax levy amount from the previous year was \$265,200; and,

WHEREAS, the population of this district is more than 10,000; now, therefore,

BE IT RESOLVED by the Governing Body of Camano Island Library Capital Facility Area that an excess tax levy of \$270,400.00 shall be levied upon all the taxable property in the CILCFA for collection in 2024; and further, that the Treasurer of Island County, Washington, is hereby authorized and requested to deposit in the CILCFA Bond Fund (Fund No. 781) all funds received from the collection of said levy.

The dollar amount of the increase over the actual excess tax levy amount from the previous year shall be \$5,200.00, which is a percentage increase of 1.96% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly contracted wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

Adopted this 17th day of October, 2023

GOVERNING BODY
CAMANO ISLAND LIBRARY CAPITAL FACILITY AREA
ISLAND COUNTY, WASHINGTON


Chair and Member


Secretary and Member


Member

Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

NOV 06 2023

In accordance with RCW 84.52.020, I Nicole Wehl (Name), **ISLAND COUNTY ASSESSOR**
Finance Manager (Title), for Coupeville Library Capital Facility Area (LCFA) (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Coupeville Island LCFA Governing Body (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 10/17/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.	217,709.08				
Administrative refund amount	409.08				
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Nicole Wehl Date: 11/6/2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

COUPEVILLE LIBRARY CAPITAL FACILITY AREA
ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 2023-01

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NOV 06 2023
ISLAND COUNTY ASSESSOR

RESOLUTION OF THE GOVERNING BODY OF THE COUPEVILLE LIBRARY CAPITAL FACILITY AREA
CONCERNING THE PROPERTY TAX LEVY (RCW 84.55.120)

WHEREAS, the Governing Body of the Coupeville Library Capital Facility Area (CLCFA) has met and considered its funding requirements for the calendar year 2024; and,

WHEREAS, the CLCFA is required to pay annual principal and interest on the CLCFA Unlimited Tax General Obligation Bonds – 2009; and

WHEREAS, the CLCFA actual excess tax levy amount from the previous year was \$215,000.00; and,

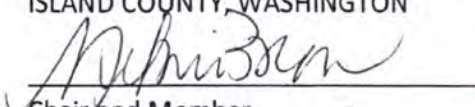
WHEREAS, the population of this district is more than 10,000; now, therefore,

BE IT RESOLVED by the Governing Body of Coupeville Library Capital Facility Area that an excess tax levy of \$217,300.00 shall be levied upon all the taxable property in the CLCFA for collection in 2024; and further, that the Treasurer of Island County, Washington, is hereby authorized and requested to deposit in the CLCFA Bond Fund (Fund No. 791) all funds received from the collection of said levy.

The dollar amount of the increase over the actual excess tax levy amount from the previous year shall be \$2,300.00, which is a percentage increase of 1.07% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly contracted wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

Adopted this 17th day of October, 2023

GOVERNING BODY
COUPEVILLE LIBRARY CAPITAL FACILITY AREA
ISLAND COUNTY, WASHINGTON


Chair and Member


Secretary and Member

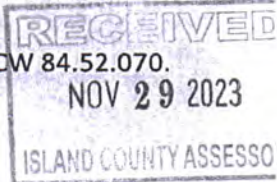
Excused
Member

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.



In accordance with RCW 84.52.020, I Nicole Wehl (Name),
Finance Manager (Title), for Sno-Isle Intercounty Rural Library District (District name),
do hereby certify to the Snohomish (Name of county) County legislative authority
that the Board of Trustees (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on Nov. 27, 2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	67,000,000.00	
Administrative refund amount	138,042.11	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Nicole Wehl Date: 11/28/2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

RESOLUTION 23-03
of the
Sno-Isle Libraries Board of Trustees
RCW 84.55.120

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT CONCERNING THE
PROPERTY TAX LEVY**

WHEREAS, the Sno-Isle Libraries Board of Trustees (the "Board") of the Sno-Isle Intercounty Rural Library District (the "District") has previously held a public hearing on October 23, 2023 regarding revenue sources for the District's 2024 expenditures; and

WHEREAS, the Board has met and considered its budget for the calendar year 2024; and

WHEREAS, the District's actual levy amount from the previous year was \$64,198,511.55; and

WHEREAS, the population of this district is more than 10,000;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Sno-Isle Intercounty Rural Library District that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$641,985.12, which is a percentage increase of 1.0% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

Adopted at a regular and open public meeting of the Sno-Isle Libraries Board of Trustees on the 27th day of November 2023.

The Board of Trustees hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on November 27, 2023 pursuant to notice given as required by law at which 7 members of the Board were present and which a majority voted in favor of said resolution there being 7 votes in favor, 0 votes against, and 0 votes abstaining.

Sno-Isle Libraries Board of Trustees

Kelli Smith
President

Jennifer DePrey

Secretary

Rose Olson

Martin Munigua

Michael Adams

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NOV 22 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Christopher Swiger** (Name),
Interim Fire Chief (Title), for **North Whidbey Fire and Rescue Dist #2** (District name),
do hereby certify to the **Island** (Name of county) County legislative authority
that the **Board of Commissioners** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2024** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/17/2023** (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.	2,504,317.77	
Administrative refund amount	4,317.77	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature:  Date: 11-21-23

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Ordinance / Resolution No. 544
RCW 84.55.120

WHEREAS, the Board of Commissioners of North Whidbey Fire & Rescue has met and considered
(Governing body of the taxing district) (Name of the taxing district)

RECEIVED

its budget for the calendar year 2024; and,

NOV 22 2023

WHEREAS, the districts actual levy amount from the previous year was \$ 2,194,210.20, and
(Previous year's levy amount)

**ISLAND COUNTY
COMMISSIONER'S OFFICE**

WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 109,710.51
which is a percentage increase of 5 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 17 day of November, 2023.

Maurice Roan
[Signature]

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

NORTH WHIDBEY FIRE AND RESCUE
770 NE Midway Blvd. #101
Oak Harbor, WA 98277

RESOLUTION NO. 545

A Resolution to Adopt the Budget For 2024

BE IT RESOLVED BY THE COMMISSIONERS OF NORTH WHIDBEY FIRE AND RESCUE AS FOLLOWS:

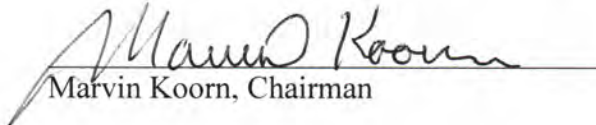
1. That the Board of Commissioners of North Whidbey Fire and Rescue has adopted, by a majority vote of the Board, Resolution No. 545 to increase the regular property tax levy by 101% percent for 2024.
2. That the attached hereto Exhibit A (by this reference made a part of this Resolution) has been adopted as the budget of North Whidbey Fire and Rescue for the calendar year 2024.
3. That the Honorable Board of County Commissioners of Island County, Washington, be and are hereby requested to make a levy for 2024 for said North Whidbey Fire and Rescue of \$2,504,317.77.
4. That the County Treasurer of Island County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 3 above in the amounts and funds specified below:

\$2,504,317.77 into the General Fund of said district,

5. That one copy of this Resolution together with Exhibit A be delivered to each of the following:

Board of County Commissioners and Auditor of Island County, Washington

ADOPTED at a meeting of the Board of Commissioners, North Whidbey Fire and Rescue, this 17th day of November 2023.


Marvin Koorn, Chairman

T. J. Lamont, Commissioner


Gerald Smith, Commissioner

ATTEST:


Natasha Spydell, Secretary to the Board

Form 64 0100

RECEIVED

NOV 29 2023

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I, **Jay Cochran** (Name),
Executive Director (Title), for **NW Pool, Park, and Recreation District** (District name),
do hereby certify to the **Island County** (Name of county) County legislative authority
that the **Commissioners** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2024** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11.21.2023** (Date of public hearing).

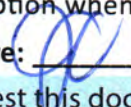
Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	1,995,110.00	
Administrative refund amount	1,558.38	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature:  Date: 11/21/23

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Ordinance / Resolution No. 2023-07
RCW 84.55.120

WHEREAS, the Commissioners of North Whidbey Pool, Park, and Recreation District has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 928,693.85; and,
(Previous year's levy amount)

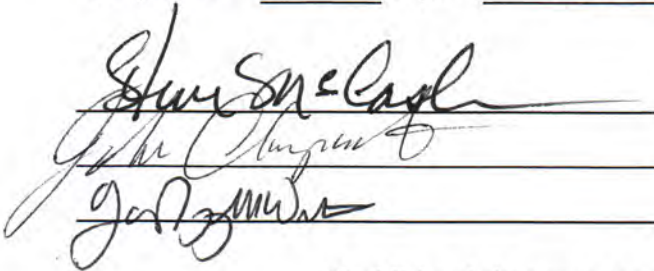
WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

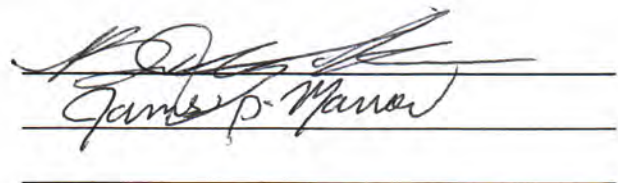
BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 9,286.94
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 21 day of November, 2023.





If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

North Whidbey Pool, Park, and Recreation District

(In the matter of
approving the 2024 Budget)

Resolution 2023-05

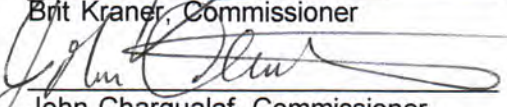
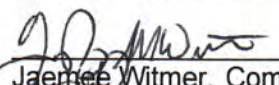
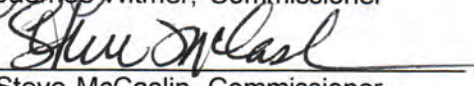
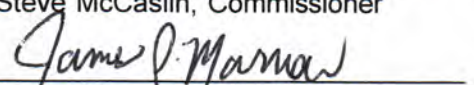
WHEREAS, the 2024 Income Budget Section for \$1,733,417.00 was submitted to the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District held before the public on November 21, 2023, and said Budget calls for using \$1,733,417.00 in operating revenues derived from Property Tax Levy Revenue, Intergovernmental Revenue, Charges Revenue, Rents, Concessions Revenue, and Grants; and

WHEREAS, the 2024 Expense Budget section for \$1,995,110.00 was submitted to the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District at a Budget meeting held before the public on November 21, 2023; and

WHEREAS the Budget figures are based on the General Property Tax (FGP) valuation, a revised Budget may be resubmitted once the GPT valuation for 2024 is certified;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District that the 2024 Budget, as presented on November 21, 2023, to the Board of Commissioners

Dated: November 21, 2023


Brit Kraner, Commissioner
John Chargualaf, Commissioner
Jaemee Witmer, Commissioner
Steve McCaslin, Commissioner
James Marrow, Commissioner

Form 64000

NOV 2 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Vicki A Williams (Name),
Executive Director of Business Services (Title), for Oak Harbor School District #201 (District name),
do hereby certify to the Island County Commissioners (Name of county) County legislative authority
that the Board of Directors (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on August 28, 2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.			12,399,105.41		
Administrative refund amount			49,105.41		
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Vicki A Williams Date: 11/2/23

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

OAK HARBOR SCHOOL DISTRICT NO. 201
ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 23-04

CERTIFICATION OF 2024 EXCESS PROPERTY TAXES

A RESOLUTION of the Board of Directors of Oak Harbor School District No. 201, Island County, Washington, certifying to the Island County Board of County Commissioners of Island County Washington the amount of excess property taxes to be levied in year 2023 and collected in year 2024 for the District's General Fund, and Debt Service Fund; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAK HARBOR SCHOOL DISTRICT NO. 201, ISLAND COUNTY, WASHINGTON, as follows:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Oak Harbor School District No. 201, Island County, Washington (the "District") takes note of the following facts and makes the following findings and determinations:

By Resolution No. 23-01, the Board adopted a budget for Fiscal Year 2023-24, (the "2023-24 Budget") that included certified General Fund educational programs and operation excess property taxes in the amount of \$12,350,000 to be levied in 2023 and collected in 2024.

Section 2. Certification of General Fund Excess Property Tax Levy. Pursuant to RCW 84.52.020, the Board certifies to the Board of County Commissioners of Island County, Washington, an excess property tax levy in the amount of \$12,350,000 to be levied in calendar year 2023 and collected in calendar year 2024 for the District's General Fund ("2024 GF Levy Amount").

Section 3. General Authorization and Ratification. The Secretary to the Board, the President of the Board, the District's Executive Director and other appropriate officers of the District are severally authorized to take all other actions and execute all other documents necessary to effectuate the provisions of this resolution, and all prior actions taken in furtherance of and not inconsistent with the provisions of this resolution are ratified and confirmed in all respects.

Section 4. Effective Date. This resolution takes effect from and after its adoption.

ADOPTED by the Board of Directors of Oak Harbor School District No. 201, Island County, Washington, at a regular open public meeting thereof, of which due notice was given as required by law, held this 9th day of October, 2023, the following Directors being present and voting in favor of the resolution.

OAK HARBOR SCHOOL DISTRICT NO. 201

ISLAND COUNTY, WASHINGTON



President and Director

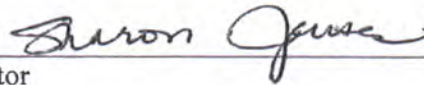
Vice President and Director



Director



Director



Director

ATTEST:



Secretary to the Board of Directors

Form **RECEIVED**

NOV 28 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.



In accordance with RCW 84.52.020, I **Dawn L Wilson** (Name),
Auditing Officer/Accountant (Title), for **The Port of Coupeville** (District name),
do hereby certify to the **Island** (Name of county) County legislative authority
that the **Commissioners** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2024** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/08/2023** (Date of public hearing).

Regular levies

Levy	General levy	Other levy* IDD
Total certified levy request amount, which includes the amounts below.	\$ 455,000.00	\$ 1,460,000.00
Administrative refund amount	\$ 324.91	\$ 562.07
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

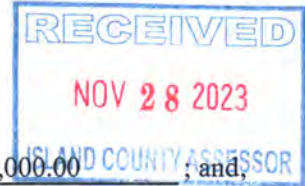
*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Dawn L Wilson Date: 11-08-2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Ordinance / Resolution No. 303
RCW 84.55.120

WHEREAS, the Board of Commissioners of The Port of Coupeville has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,



WHEREAS, the districts actual levy amount from the previous year was \$ 455,000.00; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 4,324.00
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 8 day of November, 2023.

David Day, Commissioner District 1

David Day
David Day (Nov 9, 2023 09:50 PST)

John Mishasek, Commissioner District 2

John Mishasek
JOHN'S MISHASEK (Nov 9, 2023 10:12 PST)

John Callahan, Commissioner District 3

John K. Callahan Jr
John K. Callahan Jr (Nov 9, 2023 11:09 PST)

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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Resolution #303 - 2024 Budget Levy Approval


Final Audit Report


2023-11-09


Created:	2023-11-09
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAc2vZE5B8cYlkRUzQ6SN3-BtwGoWK_Y3H


"Resolution #303 - 2024 Budget Levy Approval" History


 Document created by Administrative Specialist (adminassistant@portofcoupeville.org)
2023-11-09 - 5:23:31 PM GMT- IP address: 66.235.71.5

 Document emailed to commissioner1@portofcoupeville.org for signature
2023-11-09 - 5:28:15 PM GMT


 Document emailed to commissioner2@portofcoupeville.org for signature
2023-11-09 - 5:28:15 PM GMT


 Document emailed to commissioner3@portofcoupeville.org for signature
2023-11-09 - 5:28:15 PM GMT


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2023-11-09 - 5:49:49 PM GMT- IP address: 67.168.64.47


 Signer commissioner1@portofcoupeville.org entered name at signing as David Day
2023-11-09 - 5:50:28 PM GMT- IP address: 67.168.64.47

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Signature Date: 2023-11-09 - 5:50:30 PM GMT - Time Source: server- IP address: 67.168.64.47

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2023-11-09 - 6:11:02 PM GMT- IP address: 67.168.66.196


 Signer commissioner2@portofcoupeville.org entered name at signing as JOHN S MISHASEK
2023-11-09 - 6:11:58 PM GMT- IP address: 67.168.66.196


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Signature Date: 2023-11-09 - 6:12:00 PM GMT - Time Source: server- IP address: 67.168.66.196


 Email viewed by commissioner3@portofcoupeville.org
2023-11-09 - 7:07:52 PM GMT- IP address: 24.143.82.61



Adobe Acrobat Sign

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2023-11-09 - 7:08:22 PM GMT- IP address: 24.143.82.61

 Document e-signed by John K Callahan Jr (commissioner3@portofcoupeville.org)
Signature Date: 2023-11-09 - 7:08:24 PM GMT - Time Source: server- IP address: 24.143.82.61

 Agreement completed.
2023-11-09 - 7:08:24 PM GMT










DRAFT - Resolution #301 - Collection of an Industrial Development District (IDD) Levy for 2024

Final Audit Report

2023-11-09

Created:	2023-11-09
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_JXAgzaTuBriPB0_TINfF-5wAZcTjx-1

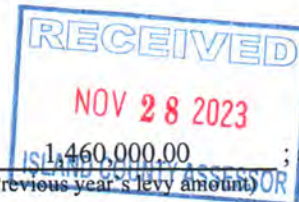
"DRAFT - Resolution #301 - Collection of an Industrial Development District (IDD) Levy for 2024" History

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2023-11-09 - 4:51:49 PM GMT
-  Document emailed to Chris Michalopoulos (executivedirector@portofcoupeville.org) for signature
2023-11-09 - 4:51:49 PM GMT
-  Email viewed by Chris Michalopoulos (executivedirector@portofcoupeville.org)
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Signature Date: 2023-11-09 - 5:02:11 PM GMT - Time Source: server- IP address: 66.165.3.141
-  Email viewed by commissioner2@portofcoupeville.org
2023-11-09 - 5:18:29 PM GMT- IP address: 67.168.66.196
-  Signer commissioner2@portofcoupeville.org entered name at signing as JOHN S MISHASEK
2023-11-09 - 5:19:17 PM GMT- IP address: 67.168.66.196

Ordinance / Resolution No. 304
RCW 84.55.120

WHEREAS, the Board of Commissioners of The Port of Coupeville has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,460,000.00; and,
(Previous year's levy amount)



WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 0
which is a percentage increase of 0 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 8 day of November, 2023.

David Day, Commissioner District 1

David Day (Nov 9, 2023 10:49 PST)

John Mishasek, Commissioner District 2

JOHN K. MISHASEK (Nov 9, 2023 10:14 PST)

John Callahan, Commissioner District 3

John K. Callahan Jr. (Nov 9, 2023 11:09 PST)

If additional signatures are necessary, please attach additional page.

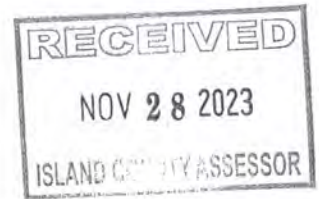
This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 301



A RESOLUTION of the Port Commission of the Port of Coupeville, Island

**County, Washington relating to CONTINUING COLLECTION OF AN INDUSTRIAL
DEVELOPMENT DISTRICT (IDD) LEVY FOR 2024.**

WHEREAS, on October 27, 2021, the Commission of the Port of Coupeville (the "Port") adopted Resolution No. 287, establishing an industrial development district known as the Port of Coupeville Industrial Development District (the "Port of Coupeville IDD"); and

WHEREAS, the Port expressly found the need for the improvement of the lands within the boundaries of the Port of Coupeville IDD for the development of a system of harbor improvements and industrial development within the Port District; and

WHEREAS, the Port has adopted a comprehensive scheme of harbor improvements as provided by law, which may be amended, modified, and restated (the "Comprehensive Scheme"); and

WHEREAS, the Port intends to provide for the redevelopment of lands in the Port of Coupeville IDD in accordance with the powers described in RCW 52.25 *et seq.*; and

WHEREAS, the Washington State Legislature has enacted RCW 53.36.160 to permit multiyear levy periods of up to twenty years, commencing with the date of the initial levy. The levies are not required to be collected in each year during the multiyear period, but any such levy shall only be made with approval by the Port Commission in the year prior to each collection year.; and

WHEREAS, the Port of Coupeville has now complied with all the requirements of the law relating to the adoption of a multiyear levy period and intends to authorize an industrial development district tax levy; and

WHEREAS, Resolution No. 287 established 2021 as the "base year" as that term is defined in RCW 53.36.160(7); and

WHEREAS, the Port intends to continue the multiyear levy that was established in Resolution No. 287 for collection in 2024; and

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:


1. In accordance with RCW 53.36.160, the Port here by authorizes the continued collection in 2024 of an industrial development levy in the amount of \$.45 per \$1,000 of assessed value on all taxable property within the Port for collection over a multiyear period up to 20 years, continuing to utilize 2021 as the "base year" as that term is defined in RCW 53.36.160(7).

2. The Port thereby requests the Island County Auditor to continue IDD tax revenues received to fund titled Port of Coupeville IDD Fund #697 (the "IDD Fund"). The Port of Coupeville shall maintain this separate fund for the collection of the IDD Tax Levy revenues. This IDD Capital Reserve Fund with the Island County Treasurer will be tracked separately in the Port's accounting system.

3. Monies in the IDD Fund shall be used in carrying out the powers granted to the Port under Chapter 53.25 RCW. If IDD levy revenues are not expended in the year in which the levies are made, they may be accumulated in the IDD Fund and carried over from year to year.

4. In the event IDD levy revenues collected by the Port exceed what is necessary to complete the projects identified in the Port's Comprehensive Scheme of Harbor Improvements (as may be amended), the excess shall be used solely for the retirement of general obligation bonded indebtedness if applicable.
5. This resolution shall take effect immediately upon its adoption.

ADOPTED by Port Commission of the Port of Coupeville, Island County, Washington, at the special public meeting thereof held this 8th day of November 2023 and duly authenticated in open session by the signatures of the Commissioners being present and voting.



David Day (Nov 9, 2023 09:53 PST)

David Day, President



JOHN S MISHASEK (Nov 9, 2023 09:19 PST)

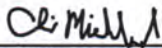
John Mishasek, Vice President



John K Callahan Jr (Nov 9, 2023 11:06 PST)

John Callahan, Secretary

ATTEST:



Chris Michalopoulos (Nov 9, 2023 09:02 PST)

Chris Michalopoulos, Executive Director


Resolution #304 - 2024 Budget IDD Levy Approval


Final Audit Report

2023-11-09


Created:	2023-11-09
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMPPLGBIQDUJjkVtoEGn5ly198UocuLHR


"Resolution #304 - 2024 Budget IDD Levy Approval" History

 Document created by Administrative Specialist (adminassistant@portofcoupeville.org)
2023-11-09 - 5:29:27 PM GMT- IP address: 66.235.71.5


 Document emailed to commissioner1@portofcoupeville.org for signature
2023-11-09 - 5:35:27 PM GMT


 Document emailed to commissioner2@portofcoupeville.org for signature
2023-11-09 - 5:35:27 PM GMT


 Document emailed to commissioner3@portofcoupeville.org for signature
2023-11-09 - 5:35:27 PM GMT

 Email viewed by commissioner1@portofcoupeville.org
2023-11-09 - 5:48:04 PM GMT- IP address: 67.168.64.47

 Signer commissioner1@portofcoupeville.org entered name at signing as David Day
2023-11-09 - 5:49:12 PM GMT- IP address: 67.168.64.47

 Document e-signed by David Day (commissioner1@portofcoupeville.org)
Signature Date: 2023-11-09 - 5:49:14 PM GMT - Time Source: server- IP address: 67.168.64.47

 Email viewed by commissioner2@portofcoupeville.org
2023-11-09 - 6:12:31 PM GMT- IP address: 67.168.66.196

 Signer commissioner2@portofcoupeville.org entered name at signing as JOHN S MISHASEK
2023-11-09 - 6:13:07 PM GMT- IP address: 67.168.66.196


 Document e-signed by JOHN S MISHASEK (commissioner2@portofcoupeville.org)
Signature Date: 2023-11-09 - 6:13:09 PM GMT - Time Source: server- IP address: 67.168.66.196




Adobe Acrobat Sign

 Email viewed by commissioner3@portofcoupeville.org


2023-11-09 - 7:08:46 PM GMT- IP address: 24.143.82.61

 Signer commissioner3@portofcoupeville.org entered name at signing as John K Callahan Jr.

2023-11-09 - 7:09:22 PM GMT- IP address: 24.143.82.61

 Document e-signed by John K Callahan Jr. (commissioner3@portofcoupeville.org)

Signature Date: 2023-11-09 - 7:09:24 PM GMT - Time Source: server- IP address: 24.143.82.61

 Agreement completed.

2023-11-09 - 7:09:24 PM GMT

Form 64 0100

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NOV 22 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Angela Mozer (Name),
Executive Director (Title), for Port of South Whidbey (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Board of Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11/14/23 (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	895,619.03	
Administrative refund amount	619.03	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11/22/23

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Ordinance / Resolution No. 23-12
RCW 84.55.120

WHEREAS, the Board of Commissioners of Port of South Whidbey has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 847,205.67; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 8,472.06
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

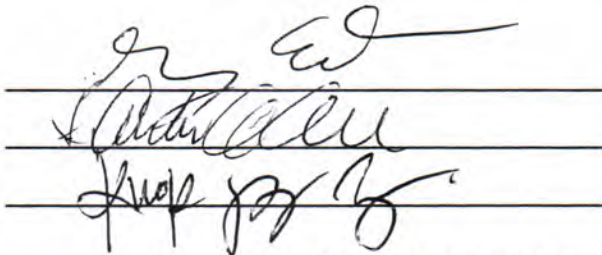
additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

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Adopted this 14 day of November, 2023.

NOV 22 2023

**ISLAND COUNTY
COMMISSIONER'S OFFICE**



If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Form 64 0100

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NOV 20 2023

ISLAND COUNTY
COMMISSIONERS OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Nicholas Walsh** (Name),
Fire Chief (Title), for **South Whidbey Fire/EMS** (District name),
do hereby certify to the **Island** (Name of county) County legislative authority
that the **Commissioners** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2024** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/16/2023** (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.	\$ 6,803,738.60	
Administrative refund amount	\$ 3,738.60	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11/16/2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

**SOUTH WHIDBEY FIRE/EMS
5579 BAYVIEW ROAD
LANGLEY, WA 98260**

RESOLUTION NO. 2023-08

A RESOLUTION of South Whidbey Fire/EMS, Island County, Washington, to adopt the Budget for 2024

WHEREAS, The Fire Commissioners of South Whidbey Fire/EMS have made certification of the taxes to be levied to the Island County Council;

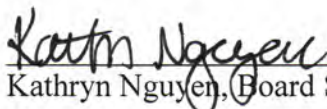
WHEREAS, The Fire Commissioners of South Whidbey Fire/EMS establish an annual budget to provide operating and capital funds.

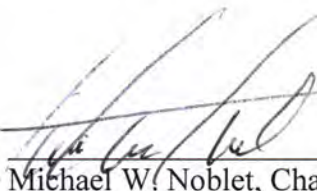
NOW, THEREFORE, BE IT RESOLVED that,

1. That the attached 2024 Budget be hereby adopted as the official budget of South Whidbey Fire/EMS for the calendar year 2024.
2. That the honorable Island County Council be and hereby requested to make a Regular levy for 2024 for South Whidbey Fire/EMS of \$6,807,477.20.
3. That the Island County Treasurer be and is hereby authorized and directed to deposit and sequester the money received from the collection of the tax levy specified in section 2 above in the amount and fund specified below:
 - a. \$6,803,738.60 Regular Levy into the General Fund of South Whidbey Fire/EMS
 - a. \$3,738.60 Refund Levy into the General Fund of South Whidbey Fire/EMS
4. That one copy of this resolution and the 2024 Budget will be delivered to the Island County Council and the Island County Assessor's office.

ADOPTED at a special meeting of the Board of Commissioners of South Whidbey Fire/EMS on November 16, 2023, the following Commissioners being present:

ATTEST:


Kathryn Nguyen, Board Secretary


Michael W. Noblet, Chairman


Jim Towers, Commissioner

Savannah Erickson, Commissioner

Form REV 64 0100
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NOV 22 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Jennifer Cox (Name),
Board of Commissioners Chairperson (Title), for South Whidbey Parks & Recreation District (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Board of Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on Nov. 15, 2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* SWARC Bond
Total certified levy request amount, which includes the amounts below.	1,750,000.00	1,145,000.00
Administrative refund amount	742.39	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.		117,625.00			
Administrative refund amount		399.48			
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Jennifer Cox Date: 15 Nov 2023

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Ordinance / Resolution No. 2023-07
RCW 84.55.120

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NOV 22 2023

ISLAND COUNTY
COMMISSIONER'S OFFICE

WHEREAS, the Board of Commissioners of South Whidbey Parks & Recreation District has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,589,670.92; and,
(Previous year's levy amount)

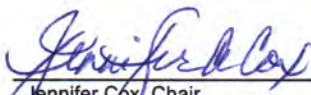
WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

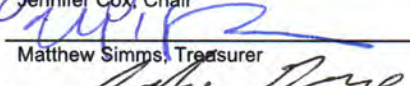
BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

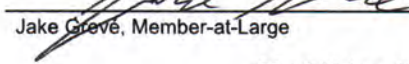
The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 15,896.71
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.


Adopted this 15 day of November, 2023.

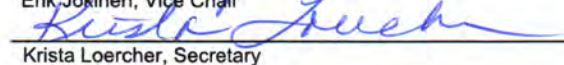


Jennifer Cox, Chair


Matthew Simms, Treasurer


Jake Greve, Member-at-Large



Erik Jokinen, Vice Chair


Krista Loercher, Secretary

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

NOV 16 2023

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

ISLAND COUNTY
COMMISSIONER'S OFFICE

NOV 16 2023

In accordance with RCW 84.52.020, I Lori McLeod (for Larry Francois ESD Supt.) (Name), **ISLAND COUNTY ASSESSOR**

Fiscal Services Supervisor (Title), for South Whidbey School District (District name),

do hereby certify to the Island (Name of county) County legislative authority

that the Board (Commissioners, Council, Board, etc.) of said district requests

that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's

budget, which was adopted following a public hearing held on 7/26/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other* <u> </u>		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.			3,507,189.09	2,254,705.98	
Administrative refund amount			7,189.09	4,705.98	
Other* <u> </u>					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Lori R. McLeod Date: Nov 16, 2023
Lori R. McLeod (Nov 16, 2023 13:14 PST)

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SOUTH WHIDBEY SCHOOL DISTRICT NO. 206
ISLAND COUNTY, WASHINGTON

RECEIVED

NOV 16 2023

ISLAND COUNTY ASSESSOR

RESOLUTION NO. 677

ADOPTION OF 2023-24 BUDGET

A RESOLUTION of the Board of Directors of the South Whidbey School District No. 206, Island County, Washington, fixing and determining fund appropriations; adopting the 2023-24 budget, the four year budget plan summary and the four-year enrollment projection; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH WHIDBEY SCHOOL DISTRICT NO. 206, ISLAND COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of the South Whidbey School District No. 206, Island County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2023-24 fiscal year. The 2023-24 budget includes, among other things, a complete financial plan of the District for the ensuing 2023-24 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2023-24 budget on or before August 1, 2023. Prior to adoption of the 2023-24 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2023-24 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District on July 8, 2023 and July 15, 2023 (the South Whidbey Record), conducted a public hearing on July 26, 2023, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2023-24 budget.

Section 2. Fixing and Determining Fund Appropriations: Adoption of 2023-24 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

(a) The Board hereby fixes and determines the appropriation from each fund contained in the 2023-24 budget, as follows:

<i>FUND</i>	<i>2023-24 Budget</i>
General Fund	21,287,979
Capital Projects Fund	4,235,000
Debt Service Fund	89,250
Associated Student Body Fund	180,318
Transportation Vehicle Fund	480,000

(b) The Board hereby adopts the 2023-24 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

Section 3. General Authorization and Ratification. The Secretary to the Board, the Chair of the Board, the District's Assistant Superintendent of Business and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

ADOPTED by the Board of Directors of the South Whidbey School District No. 206, Island County, Washington, at a regular open public meeting thereof, of which due notice was given as required by law, held this 26th day of July, 2023, the following Directors being present and voting in favor of the resolution.

E-SIGNED by Brook Willeford
on 2023-07-26 19:52:36 PDT

Brook Willeford, Board Chair

E-SIGNED by Ann Johnson
on 2023-07-26 21:46:23 PDT

Ann Johnson, Board Vice Chair

E-SIGNED by Andrea Downs
on 2023-07-26 19:42:53 PDT

Andrea Downs, Director

E-SIGNED by Joseph Greenheron
on 2023-07-26 19:47:55 PDT

Joe Greenheron, Director

E-SIGNED by Marnie Jackson
on 2023-07-26 19:48:13 PDT

Marnie Jackson, Director

ATTEST:

E-SIGNED by Josephine Moccia
on 2023-07-26 21:47:24 PDT

Dr. Jo Moccia, Superintendent, Secretary to the Board

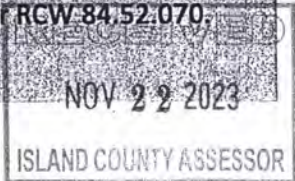
Form 64 0100

Levy Certification

Submit this document, or something similar, to the county legislative authority on or before **November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.



In accordance with RCW 84.52.020, I Ruth Floyd (Name),
Executive Director of Business Services (Title), for Stanwood-Camano School District No. 401 (District name),
do hereby certify to the Snohomish and Island (Name of county) County legislative authority
that the Board of Directors (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on August 22, 2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.		11,132,000.00	15,236,482.00	0.00	
Administrative refund amount		0.00	59,458.10	0.00	
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

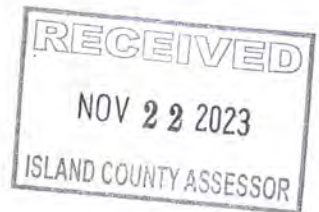
Signature: Ruth Floyd Date: 11/22/2023

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

STANWOOD CAMANO SCHOOL DISTRICT NO. 401
SNOHOMISH AND ISLAND COUNTIES, WASHINGTON

RESOLUTION NO. 2023/2024-005

CERTIFICATION OF 2024 EXCESS PROPERTY TAXES



A RESOLUTION of the Board of Directors of Stanwood Camano School District No. 401, Snohomish and Island Counties, Washington, certifying to the Boards of County Commissioners of Snohomish and Island Counties, Washington and the Superintendent of Northwest Educational Service District 189, the amount of excess property taxes to be levied in year 2023 and collected in year 2024 for the District's General Fund and Debt Service Fund; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF STANWOOD CAMANO SCHOOL DISTRICT NO. 401, SNOHOMISH AND ISLAND COUNTIES, WASHINGTON, as follows:

Section 1 . . . Findings and Determinations. The Board of Directors (the "Board") of Stanwood Camano School District No. 401, Snohomish and Island Counties, Washington (the "District") takes note of the following facts and makes the following findings and determinations:

(a) Pursuant to RCW 84.52.020, Washington school districts must "... for the purpose of levying district taxes ... make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth day of November." By Resolution No. 2022/2023-009, the Board adopted a budget for Fiscal Year 2023-24, (the "2023-24 Budget"). A copy of the Budget and Excess Levy Summary page from the 2023-2024 Budget (which includes a statement of beginning and ending fund balances) is attached hereto as Exhibit A and by this reference is incorporated herein.

(b) The 2023-24 Budget included certified General Fund educational programs and operation excess property taxes in the amount of \$14,775,751.00 to be levied in 2023 and collected in 2024. The Board has determined that the amount of the District's General Fund educational programs and operation excess tax levy previously certified in the 2023-24 Budget of \$14,775,751.00 should now be increased to \$15,236,482.00.

(c) The 2023-24 Budget included certified Debt Service Fund excess property taxes to pay debt service on all of the District's outstanding unlimited tax general obligation bonds in the amount of \$11,132,000.00 to be levied in 2023 and collected in 2024.

Section 2 . . . Certification of General Fund Excess Property Tax Levy. Pursuant to RCW 84.52.020, the Board certifies to the Boards of County Commissioners of Snohomish and Island Counties, Washington and the Superintendent of Northwest Educational Service District 189, an excess property tax levy in the amount of \$15,236,482.00, to be levied in calendar year 2023 and collected in calendar year 2024 for the District's General Fund ("2024 GF Levy Amount"). The Assessors of Snohomish and Island Counties, Washington, are authorized and directed, without further Board action, to reduce the General Fund excess property tax levy amount to be extended upon the tax rolls and collected in calendar year 2024 to be consistent with the limitations imposed by RCW 84.52.0531.

Section 3 . . . Certification of Debt Service Fund Excess Property Tax Levy.
Pursuant to RCW 84.52.020, the Board certifies to the Boards of County Commissioners of Snohomish and Island Counties, Washington and the Superintendent of Northwest Educational Service District 189, an excess property tax levy in the amount of \$11,132,000.00 to be levied in calendar year 2023 and collected in calendar year 2024 for the District's Debt Service Fund.

Section 4 . . . General Authorization and Ratification. The Secretary to the Board, the President of the Board, the District's Executive Director of Business Services and other appropriate officers of the District are severally authorized to take all other actions and execute all other documents necessary to effectuate the provisions of this resolution, and all prior actions taken in furtherance of and not inconsistent with the provisions of this resolution are ratified and confirmed in all respects.

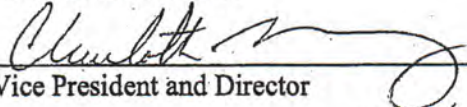
Section 5 . . . Effective Date. This resolution takes effect from and after its adoption.

ADOPTED by the Board of Directors of Stanwood Camano School District No. 401, Snohomish and Island Counties, Washington, at a regular open public meeting thereof, of which due notice was given as required by law, held this 21st day of November 2023, the following Directors being present and voting in favor of the resolution.

STANWOOD CAMANO SCHOOL DISTRICT NO. 401
SNOHOMISH AND ISLAND COUNTIES,
WASHINGTON



President and Director



Vice President and Director



Director



Director

Director

ATTEST: 

Secretary to the Board of Directors

RECEIVED

NOV 16 2023



Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

ISLAND COUNTY
COMMISSIONER'S OFFICE

In accordance with RCW 84.52.020, I Paul Rogers (Name),
Chief Financial Officer (Title), for Whidbey Island Public Hospital District (District name),
do hereby certify to the Island (Name of county) County legislative authority
that the Board of Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11/14/2023 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u>EMS</u>
Total certified levy request amount, which includes the amounts below.	7,605,112.63	6,506,628.27
Administrative refund amount	5,112.63	6,628.27
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.		3,539,412.50			
Administrative refund amount		8,104.03			
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Paul Rogers Date: 11.15.23

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

**WHIDBEY ISLAND PUBLIC HOSPITAL DISTRICT
ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 460**

A resolution of the Board of Commissioners (the "Board") of Whidbey Island Public Hospital District, Island County, Washington (the "District"), authorizing an increase in the District's regular property tax levy for calendar year 2024 in terms of both dollars and percentage in compliance with RCW 84.55.120.

WHEREAS, the Board has met and considered its budget for the calendar year 2024, which budget includes an increase in the District's regular property tax levy for calendar year 2024 by comparison to the District's levy for calendar year 2023; and

WHEREAS, RCW 84.55.120 provides that no increase in property tax revenue may be authorized by a taxing district except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage; and

WHEREAS, the District's actual regular property tax levy amount for 2023 was \$7,206,286.14; and

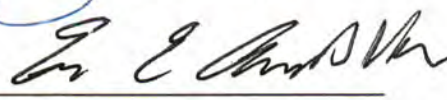
WHEREAS, the population of the District is more than 10,000; NOW, THEREFORE,

BE IT RESOLVED by the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington, that an increase in the District's regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year and that the dollar amount of the increase over the actual levy amount from the previous year shall be \$72,062.86, which is a percentage increase of 1.0% over the amount levied in 2023. As authorized by RCW 84.55.120(3)(b), this increase also excludes any additional tax revenue resulting from: (i) new construction; (ii) increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere; (iii) improvements to property; and (iv) any increase in the assessed value of state-assessed property.

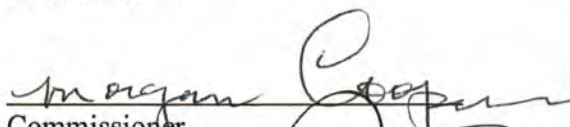
ADOPTED AND APPROVED by the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington, at an open public meeting thereof this 14th day of November, 2023, and the following Commissioners being present and voting in favor of the adoption of the resolution.



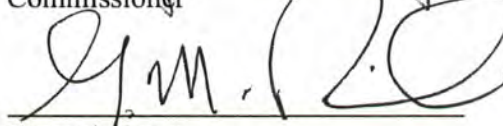
President and Commissioner



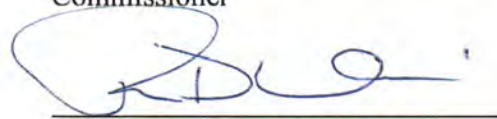
Commissioner



Commissioner



Commissioner



Secretary and Commissioner

CERTIFICATION

I, the undersigned, Secretary of the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 460 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at an open public meeting of the Board of Commissioners of the District held on November 14, 2023, as that resolution appears on the minute book of the District; and

2. A quorum of the members of the Board of Commissioners was present throughout the meeting and a majority of the members voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of November, 2023.

WHIDBEY ISLAND PUBLIC HOSPITAL DISTRICT
ISLAND COUNTY, WASHINGTON



Ron Wallin, Secretary of the Board of Commissioners

**WHIDBEY ISLAND PUBLIC HOSPITAL DISTRICT
ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 461**

A resolution of the Board of Commissioners (the "Board") of Whidbey Island Public Hospital District, Island County, Washington (the "District"), authorizing an increase in the District's emergency medical services property tax levy for calendar year 2024 in terms of both dollars and percentage in compliance with RCW 84.55.120.

WHEREAS, the Board has met and considered its budget for the calendar year 2024, which budget includes an increase in the District's emergency medical services tax property tax levy for calendar year 2024 by comparison to the District's levy for calendar year 2023; and

WHEREAS, RCW 84.55.120 provides that no increase in property tax revenue may be authorized by a taxing district except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage; and

WHEREAS, the District's actual emergency medical services levy amount for 2023 was \$6,096,889.07; and

WHEREAS, the population of the District is more than 10,000; NOW, THEREFORE,

BE IT RESOLVED by the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington, that an increase in the District's emergency medical services property tax levy is hereby authorized for the levy to be collected in the 2024 tax year and that the dollar amount of the increase over the actual levy amount from the previous year shall be \$60,968.89, which is a percentage increase of 1.0% over the amount levied in 2023. As authorized by RCW 84.55.120(3)(b), this increase also excludes any additional revenue resulting from: (i) new construction; (ii) increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere; (iii) improvements to property; and (iv) any increase in the assessed value of state-assessed property.


ADOPTED AND APPROVED by the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington, at a special open public meeting thereof this 14th day of November, 2023, and the following Commissioners being present and voting in favor of the adoption of the resolution.



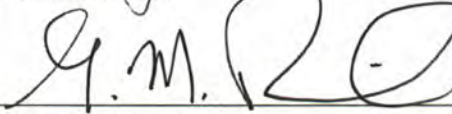
President and Commissioner



Commissioner



Commissioner



Commissioner



Secretary and Commissioner

CERTIFICATION

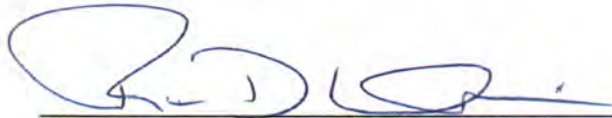
I, the undersigned, Secretary of the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 461 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at a special open public meeting of the Board of Commissioners of the District held on November 14, 2023, as that resolution appears on the minute book of the District; and

2. A quorum of the members of the Board of Commissioners was present throughout the meeting and a majority of the members voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of November, 2023.

WHIDBEY ISLAND PUBLIC HOSPITAL DISTRICT
ISLAND COUNTY, WASHINGTON



Ron Wallin, Secretary of the Board of Commissioners

**WHIDBEY ISLAND PUBLIC HOSPITAL DISTRICT
ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 462**

A resolution of the Board of Commissioners (the "Board") of Whidbey Island Public Hospital District, Island County, Washington (the "District"), approving and adopting the District's budget, regular property tax levy, emergency medical services property tax levy, and excess property tax levy for calendar year 2024 and approving the limit factor for the District's regular property tax levy in calendar year 2024.

WHEREAS, RCW 70.44.060 requires the Superintendent of the District (the "Superintendent") to prepare a proposed budget of the contemplated financial transactions of the District for the ensuing year and to file the budget in the records of the Board on or before the first day in November; and

WHEREAS, RCW 70.44.060 further requires the District to publish public notice of the proposed budget and the date and place of a hearing on the budget for two consecutive weeks in a newspaper printed and of general circulation in Island County; and

WHEREAS, in compliance with the requirements of RCW 70.44.060, the Superintendent has prepared, filed and provided notice of the District's proposed 2024 budget, which proposed budget is attached hereto as Exhibit A (the "2024 Legal Budget"); and

WHEREAS, the Board held a public hearing on the 2024 Legal Budget on November 14, 2023, in compliance with the requirements of RCW 70.44.060 and RCW 84.55.120; and

WHEREAS, RCW 84.55.010 and RCW 84.55.092 provide that the levy for a taxing district in any year must be set so that the regular property taxes and emergency medical services levy payable in the following year do not exceed the "limit factor" multiplied by the amount of regular property taxes lawfully levied for such district in the highest of the three most recent years in which such taxes were levied for such district, or the highest amount that could have been levied in any year since 1985, plus an additional dollar amount calculated by multiplying the regular property tax levy rate of that district for the preceding year by the increase in assessed value in that district resulting from: (i) new construction; (ii) increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere; (iii) improvements to property; (iv) any increase in the assessed value of state-assessed property; and (v) any increase in the assessed value of real property within an increment area as designated by any local government (provided that such increase is not included elsewhere); and

WHEREAS, RCW 84.55.005 provides that the limit factor for taxing districts with a population equal to or greater than 10,000 is the lesser of 101% or 100% plus the rate of inflation, which inflation rate is calculated by the Washington State Department of Revenue based on the

percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent twelve-month period by the bureau of economic analysis of the federal department of commerce by September 25th of the year before the taxes are payable; and

WHEREAS, the Board attests that the population of the District is more than 10,000; and

WHEREAS, the Washington State Department of Revenue has determined that the rate of inflation for property taxes to be collected in 2024 is 3.67%; and

WHEREAS, RCW 84.52.085 provides that (i) if an error has occurred in the levy of property taxes that has caused taxpayers within a taxing district to pay an incorrect amount of property tax, the county assessor is required to correct the error by making an appropriate adjustment to the levy for that taxing district in the succeeding year; and (ii) if the governing authority of the taxing district determines that the amount of the adjustment in the succeeding year is so large as to cause a hardship for the taxing district or the taxpayers within the district, the adjustment may be made on a proportional basis over a period of not more than three consecutive years; and

WHEREAS, 84.52.085 further provides that when calculating the levy limitation under chapter 84.55 RCW for levies made following the discovery of an error, the assessor shall determine and use the correct levy amount for the year or years being corrected as though the error had not occurred and that the amount of the adjustment determined under RCW 84.52.085 shall not be considered when calculating the levy limitation; and

WHEREAS, RCW 84.69.180 and RCW 84.68.040 authorize taxing districts to levy a tax on the taxable property of the district for the purpose of (i) funding property tax refunds, including interest, as ordered by the county treasurer or county legislative authority within the preceding twelve months; and (ii) reimbursing the taxing district for taxes abated or cancelled within the preceding twelve months; and

WHEREAS, the Board, in the course of considering the budget for calendar year 2024, reviewed all sources of revenues and examined all anticipated expenses and obligations; and

WHEREAS, the Board has met and considered all relevant evidence and testimony presented with respect to its budget for the calendar year 2024; NOW, THEREFORE,

BE IT RESOLVED by the Board of Commissioners of Whidbey Island' Public Hospital District, Island County, Washington, that:

Section 1. Limit Factor. The Board hereby adopts a limit factor for the District's regular property tax levy and emergency medical services levy for calendar year 2024 of 101% of the highest amount of regular property taxes and emergency medical services taxes levied by the District in the highest of the three most recent years, or the highest amount that could have been levied in any year beginning in 1986, plus an additional dollar amount calculated by multiplying the District's regular property tax levy rate and emergency medical services levy for the preceding

year by the increase in assessed value in the District resulting from new construction; construction of electricity-generating wind turbine, solar, biomass, and geothermal facilities, whether classified as real or personal property; improvements to property; any increase in the assessed value of state-assessed property; and any increase in the assessed value of real property within an increment area as designated by any local government (provided that such increase is not included elsewhere).

Section 2. Approval of Budget. The Board hereby approves and adopts the 2024 Legal Budget as the budget for the District for calendar year 2024, which budget is attached hereto as Exhibits A.

Section 3. Approval of Regular Property Tax Levy. The Board hereby approves and adopts a regular property tax levy for collection in calendar year 2024 in the amount of \$7,277,590.47, which is an increase of 1% over the amount levied in 2023, or such amount as is determined to be accurate by the Island County Assessor's Office; **plus** such actual increase as is calculated by multiplying the increase in assessed value in the District resulting from new construction, construction of electricity-generating wind turbine, solar, biomass and geothermal facilities whether classified as real or personal property, improvements to property, any increase in the assessed value of state-assessed property, and any increase in the assessed value of real property within an increment area as designated by any local government (provided that such increase is not included elsewhere), by the regular property tax levy rate of the District for the preceding year, which is currently estimated to be an amount equal to \$66,000.83; **plus** such additional amount required for prior year refunds, which is currently estimated to be the amount of \$5,112.63. Should these calculations need to be adjusted for any reason in order to maximize the 2024 regular property tax levy in accordance with the authority provided in RCW 84.55.010 and RCW 84.55.092, the Board authorizes the District Superintendent to do so in conjunction with the Island County Assessor's Office.

Section 4. Approval of Emergency Medical Services Property Tax Levy. The Board hereby approves and adopts an emergency medical services property tax levy for collection in calendar year 2024 in the amount of \$6,156,216.93, which is an increase of 1% over the highest amount that could have been levied in any year since 1985, or such amount as is determined to be accurate by the Island County Assessor's Office; **plus** such actual increase as is calculated by multiplying the increase in assessed value in the District resulting from new construction, construction of electricity-generating wind turbine, solar, biomass and geothermal facilities whether classified as real or personal property, improvements to property, any increase in the assessed value of state-assessed property, and any increase in the assessed value of real property within an increment area as designated by any local government (provided that such increase is not included elsewhere), by the regular property tax levy rate of the District for the preceding year, which is currently estimated to be an amount equal to \$55,839.10; **plus** such additional amount required for prior year refunds, which is currently estimated to be the amount of \$6,628.27. Should these calculations need to be adjusted for any reason in order to maximize the 2024 emergency medical services levy in accordance with the authority provided in RCW 84.55.010 and RCW 84.55.092, the Board authorizes the District Superintendent to do so in conjunction with the Island County Assessor's Office.

Section 5. Approval of Excess Property Tax Levy. The Board hereby approves and adopts an excess property tax levy for collection in calendar year 2024 in the amount of \$3,539,412.50 to pay the principal and interest due in calendar year 2024 on the District's outstanding Unlimited Tax General Obligation Bonds, 2013.

Section 6. Delegation of Authority. The Superintendent is directed to certify to the Island County Assessor, no later than November 30, 2023, a copy of this Resolution showing its adoption. The Superintendent and such other persons as the Superintendent may designate, are hereby further authorized and directed to take all action and to do all things necessary to carry out the provisions of this Resolution.

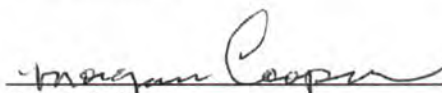
ADOPTED AND APPROVED by the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington, at an open public meeting thereof this 14th day of November, 2023, and the following Commissioners being present and voting in favor of the adoption of the resolution.



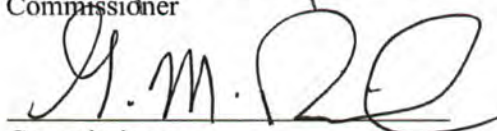
President and Commissioner




Commissioner



Commissioner



Commissioner



Secretary and Commissioner

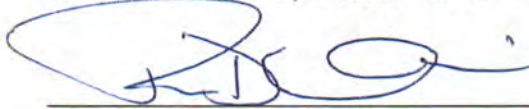
CERTIFICATION

I, the undersigned, Secretary of the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 462 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at an open public meeting of the Board of Commissioners of the District held on November 14, 2023, as that resolution appears on the minute book of the District; and
2. A quorum of the members of the Board of Commissioners was present throughout the meeting and no fewer than four of the five members voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of November, 2023.

WHIDBEY ISLAND PUBLIC HOSPITAL DISTRICT
ISLAND COUNTY, WASHINGTON



Ron Wallin, Secretary of the Board of Commissioners

PDF RCW 42.12.080**Filling nonpartisan vacancies—Special purpose districts.**

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote or that is not a qualifying special purpose district defined in RCW 42.12.070, shall be filled as follows unless the provisions of law relating to the special purpose district provide otherwise:

(1) After a vacancy occurs, the remaining members of the governing body must nominate at least one candidate at a meeting of the governing body. The governing body must then cause notice of the vacancy and the name of the nominated candidate or candidates to be posted in three public places in the special purpose district, including on the district's website if the district has a website, for a minimum of 15 days. During the notice period, registered voters who reside in the special purpose district may submit nominations to the remaining members of the governing body.

(2) After the notice period described in subsection (1) of this section, the remaining members of the governing body shall appoint a qualified person to fill the vacant position from the candidates nominated by either the governing body or the public at a meeting of the governing body.

(3) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions under the nomination process described in subsection (1) of this section, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position under the nomination process described in subsection (1) of this section, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.

(4) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the special purpose district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.

(5) If a governing body fails to appoint a qualified person to fill a vacancy within 90 days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the special purpose district is located shall appoint a qualified person to fill the vacancy.

(6) If the county legislative authority of the county fails to appoint a qualified person within 180 days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the special purpose district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.

(7) As provided in chapter 29A.24 RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

[2023 c 369 § 2.]

EBEY'S RESERVE HISTORIC PRESERVATION COMMISSION (HPC)

<https://townofcoupeville.org/government/boards-commissions/historic-preservation-commission/>



The Town and County established an Ebey's Reserve Historic Preservation Commission (HPC) through ICC 17.04A.060 consisting of seven members. Three members appointed by the Council of the Town of Coupeville, three members appointed by Island County, and one member appointed jointly by Island County and the Town of Coupeville upon recommendation of the Trust Board. For more information, contact the Planning and Community Development Office.

Three-year term

MEMBERS	Appointed By	APPOINTMENT DATE	TERM EXPIRE
1. Marshall Bronson	Joint Appointment	06/26/18	11/20/23
2. Danielle Bishop	Island County	03/15/22	03/15/25
3. Sheila Saul	Island County	11/10/20	11/20/23
4. Art Huffine	Island County	03/21/23	09/21/24
5. Kathy Baxter	Town of Coupeville	01/22/19	01/22/24
6. Kevin Turkington	Town of Coupeville	04/01/22	04/01/25
7. Jay Adams	Town of Coupeville	03/28/23	03/28/26

THE BOARD RECEIVED A REQUEST FROM THE TOWN OF COUPEVILLE FOR JOINT REAPPOINTMENT FOR MARSHALL BRONSON, POSITION 1, JOINT APPOINTMENT WITH TOWN. APPROVED BY TOWN OF COUPEVILLE OCTOBER 24, 2023.



Town of Coupeville

4 NE Seventh • Coupeville, WA 98239
360.678.4461 • www.townofcoupeville.org

October 24, 2023

Island County Board of Commissioners
P.O. Box 5000
Coupeville WA 98239

Dear Board of Island County Commissioners:

In accordance with the formal action taken by the Town Council during the regular meeting held on this date, I am pleased to advise you that the Town Council voted to reappoint Mr. Marshall Bronson to serve as a member of the Historic Preservation Commission. The term of this appointment shall run until December 31, 2026.

Marshall Bronson fulfills the role of the member jointly appointed by the Board of Island County Commissioners and the Council of the Town of Coupeville as outlined in Coupeville Town Code section 16.13.060.B.3 and Island County Code section 17.04A.060.B.3. As such, Marshall Bronson's reappointment to the Historic Preservation Commission is not complete until action is taken by the Board of County Commissioners.

Please contact Joshua Engelbrecht, Assistant Planner, at 360-678-4461 ext. 104 should you have any questions.

Sincerely,

Molly Hughes
Mayor



ISLAND COUNTY PLANNING & COMMUNITY DEV.

WORK SESSION AGENDA

MEETING DATE: 12/6/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Mary Engle, Director

Amount of time requested for agenda discussion. 45 minutes

DIVISION: Long Range Planning

Agenda Item No.: 1

**Subject: 2025 Comprehensive Plan – Countywide Planning Policies & OFM
Population Projection**

Description: Staff to present updates to the Countywide Planning Policies for the 2025 Comprehensive Plan update. Staff to request the Office of Financial Management (OFM) Medium Population Projection moves to Consent following the public hearing and recommendation from the Planning Commission.

**Attachment: Memo, Presentation, Countywide Planning Policies – edits and additions,
Findings of Fact for OFM Population Projection**

Request: *(Check boxes that apply)*

☒ Move to Consent

☐ Move to Regular

☒ None/Informational

☐ Schedule a Public Hearing

☐ Signature Request

☐ Other: Only OFM Population Projection to move to Consent

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable



Island County Planning and Community Development

Mary Engle, Director

Physical Address: 1 NE 6th St, Coupeville, WA 98239 Mailing Address: 1 NE 7th St, Coupeville, WA 98239

Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306

Email: PlanningDept@islandcountywa.gov | <https://www.islandcountywa.gov/207/Planning-Community-Development>

~ MEMORANDUM ~

TO: Board of County Commissioners
FROM: Emily Neff, Long Range Planner
DATE: December 6, 2023
SUBJECT: 2025 Comprehensive Plan – Countywide Planning Policies & Population Projection

Staff will present on edits and changes to the Countywide Planning Policies for the 2025 Comprehensive Plan update. Staff to request the Office of Financial Management (OFM) Medium Population Projection moves to consent agenda following a public hearing and recommendation from the Planning Commission.

Topics include:

- Countywide Planning Policies Overview
- New Housing Requirements for 2025 Update
- Population Projection and Housing Allocations
- Recommendations and Next Steps

Attachments:

- Presentation
- Countywide Planning Policies – with marked up edits and additions from the Countywide Planning Group
- Findings of Fact – OFM Population Estimate

2025 COMPREHENSIVE PLAN PERIODIC UPDATE



COUNTYWIDE PLANNING POLICIES

DECEMBER 6, 2023

Agenda

- Countywide Planning Policies Overview
- Countywide Planning Policies Changes for 2025 Update
- Population Projection
- Housing Allocations
- Recommendations and Next Steps



Countywide Planning Policies Overview

- The Countywide Planning Policies (CPPs) define how Island County, local jurisdictions, and partners work together during the Comprehensive Plan update process.
- The CPPs document the process all jurisdictions must follow for:
 - Population projections
 - Housing allocations
 - Buildable lands / land capacity analysis
 - Urban Growth Area (UGA) modifications



Countywide Planning Group

- Island County has the legislative authority under RCW 36.70A.040.
- Oak Harbor, Coupeville, and Langley are jurisdictional partners.
- Naval Air Station Whidbey Island is also a partner.
- Tribes have been invited to participate.



Countywide Planning Policies – Changes for 2025 Update

- CPPs are ~50 pages and available online at:
www.islandcountywa.gov/209/Comprehensive-Plan
- Edits have been made to grammar, style, and content.
- The majority changes were made to comply with House Bill 1220 regarding housing.
 - The housing changes will be the main focus of today's presentation.



Population & Housing Allocation Process

1. Island County and jurisdictions must agree on and adopt a population projection.
2. The population projection is converted into housing units (using an estimated household size of 2.33 people).
3. The total housing units must be allocated to jurisdictions and Unincorporated Island County using the State's Housing for All Planning Tool (HAPT).



Population Projection

- The Countywide Planning Group recommended the Medium Population Projection provided by the Office of Financial Management (OFM).
- A Public Hearing on the OFM Estimate was held at the Planning Commission on Nov. 15, 2023.
- The Planning Commission moved forward the recommendation to use the Medium Population Projection estimate of:
 - **102,639 by 2045**



Housing Changes from the State of Washington

- In 2021, the Washington Legislature changed the way communities are required to plan for housing.
- House Bill 1220 amended the Growth Management Act (GMA) to instruct local governments to “**plan for and accommodate housing affordable to all income levels.**”
 - Including units for moderate, low, very low, and extremely low-income households and for emergency housing and permanent supportive housing.



Housing Allocation Considerations

In developing housing percentages, the Countywide Planning Group used the following considerations as guidance:

- Following the spirit of GMA, **growth is directed to urban areas** where jobs, infrastructure, and services exist to support diverse housing types.
- Weighting factors accounted for the location of **jobs, commute flows, transportation accessibility, and social services** across the county.
- A cap was set on the allocations to ensure that **no jurisdiction is unreasonably burdened by the growth** during the 20-year planning period.

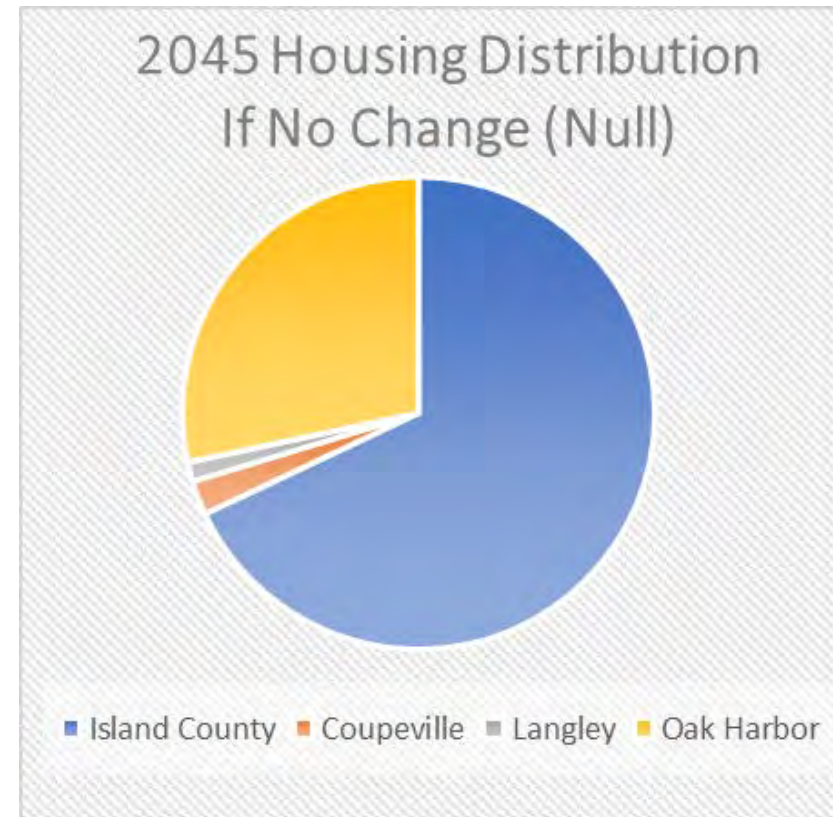
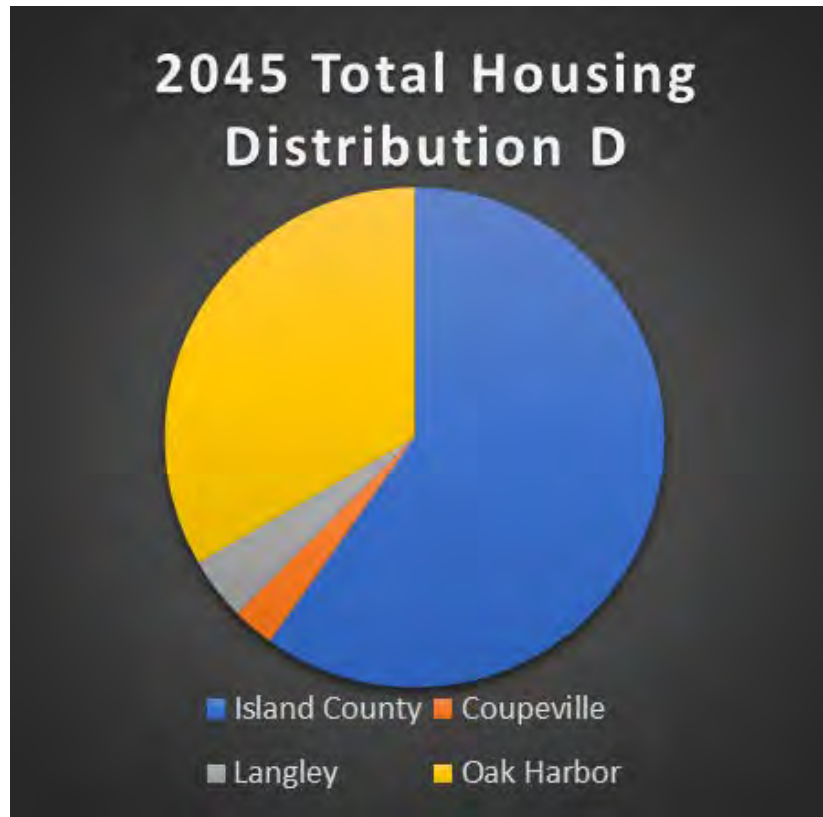


New Housing Allocations

Jurisdiction	Housing Units	Percentage Share
Unincorporated Island County	2,388	27.39%
Coupeville	350	4.02%
Langley	446	5.12%
Oak Harbor	5,533	63.47%
Totals	8,717	100%



Housing in 2045 with New Allocations vs. Status Quo



Housing For All Planning Tool (HAPT)

Housing Units by Income Level

Island County	Projection Year: 2045		Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
	Population Target = 102,639		Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%	
				Non-PSH	PSH						
	Countywide Estimated Housing Supply (2020)		37,272	1,210	18	2,915	7,479	5,878	4,734	15,038	116
	Countywide Additional Units Needed (2020-2045)		8,717	986	838	1,775	1,512	717	683	2,206	265
	Sum of Allocation to Jurisdictions (from User Inputs)		8,717	986	838	1,775	1,512	717	683	2,206	266
User Input - % Share of County Population Growth. Values must sum to 100%			100.00%	<-- Sum of user inputs for jurisdiction shares of county future net housing need. If below 100%, increase shares. If above 100%, decrease shares.							
			Met Target								
	* The location of 10 existing permanent supportive housing units within Island County is unknown. Therefore, they are not included in the jurisdiction table below.		Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
			Total	0-30% Non-PSH	PSH *	>30-50%	>50-80%	>80-100%	>100-120%	>120%	
27.39 %	Unincorporated Island County	Estimated Housing Supply (2020)	25,445	598	8	1,580	3,311	3,676	3,788	12,484	28
		Allocation Method A (2020-2045)	2,388	270	230	486	414	196	187	604	73
4.02 %	Coupeville town	Estimated Housing Supply (2020)	1,017	73	0	191	162	77	118	396	0
		Allocation Method A (2020-2045)	350	40	34	71	61	29	27	89	11
5.12 %	Langley city	Estimated Housing Supply (2020)	743	74	0	34	90	125	107	313	21
		Allocation Method A (2020-2045)	446	50	43	91	77	37	35	113	14
63.47 %	Oak Harbor city	Estimated Housing Supply (2020)	10,057	465	0	1,110	3,916	2,000	721	1,845	67
		Allocation Method A (2020-2045)	5,533	626	532	1,127	960	455	434	1,400	168

Recommendations & Next Steps

- Staff recommend moving the OFM Medium Population Projection (102,639) forward to Board of Island County Commissioners (Board) Consent Agenda.
- Public hearings on the Housing Allocations and CPP changes will be held in January-February at the Planning Commission and the Board.
- Adoption of the Housing Allocations and CPPs is anticipated in February by the Board and jurisdictions.



QUESTIONS?



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Draft Countywide Planning Policies 2025 Periodic Update

1. General Provisions

1.1 Purpose

The Washington State Growth Management Act (GMA) requires that cities and counties adopt comprehensive plans. The GMA further requires that counties adopt Countywide Planning Policies (CWPPs) (RCW 36.70A.210 & WAC 365-196-305) to guide and coordinate issues of regional significance. The following goals and policies are intended to guide intergovernmental planning efforts, fully implement the planning goals identified in the GMA, and ensure that the actions of government agencies within Island County are coordinated and consistent with one another.

1.2 Applicability

These policies are intended to apply countywide. Any Government Agency or Special Service District within Island County that conducts planning activities or provides Public Services shall be subject to the goals and policies identified in these CWPPs; specifically:

1. Planning Policies and plans adopted or enforced by Government Agencies and Special Service Districts shall be consistent with these goals and policies.
2. All decisions by Government Agencies and Special Service Districts regarding the provision or construction of Public Services and facilities shall be consistent with these goals and policies.
3. These goals and policies should not be construed to otherwise reduce, diminish, or supersede those planning and land use powers reserved exclusively for the Municipalities or the Island County by Washington State law.

1.3 Definitions

The following definitions shall be used in the interpretation and application of the CWPPs.

1. **Agency, Government:** The County government of Island County, a Municipality within Island County, or a department or agency of the State of Washington.
2. **County:** The County government of Island County. This term is used throughout this document to differentiate between the jurisdictional limits of the

government of Island County, and the geographic area encompassed by Island County.

3. **Development Regulation:** Controls placed on development or land use activities by the ~~C~~ounty or ~~M~~municipalities, including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, official controls, planned unit development ordinances, platting regulations, subdivision and short subdivision ordinances, and binding site plan ordinances together with any amendments thereto.
4. **Facility of Statewide or Countywide Significance:** Those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, regional transit authority facilities as defined in RCW 81.112.020, state and local correctional facilities, solid waste handling facilities, and inpatient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities as defined in RCW 71.09.020. Public school facilities and municipal sewage treatment facilities shall also be considered ~~F~~acilities of ~~S~~statewide or ~~C~~ountywide ~~S~~significance. Throughput transmission facilities and major utilities, as defined in Island County Code (ICC), shall not be considered ~~F~~acilities of ~~S~~statewide or ~~C~~ountywide ~~S~~significance. This definition is intended to be used synonymously with the term “essential public facilities”.
5. **Future Planning Area (FPA):** An area immediately outside of, and adjacent to, a Non-Municipal Urban Growth Area. ~~FPA~~s ~~Future Planning Areas~~ are designated by the ~~C~~ounty to reserve areas which may be necessary for future ~~U~~urban ~~G~~growth and to protect land which has been identified as resource land of long-term commercial significance, and land extensively constrained with critical areas, key entrance roads, and areas of historical significance. Broadly, such areas are intended to provide an opportunity for long-term planning beyond the normal twenty year planning horizon.
6. **Joint Planning Area (JPA):** Areas immediately outside of, and adjacent to, Municipal Urban Growth Areas. JPAs are jointly designated by the ~~C~~ounty and ~~M~~municipalities to reserve areas which may be necessary for future ~~U~~urban ~~G~~growth and to protect land which has been identified as resource land of long-term commercial significance, land extensively constrained with critical areas, key entrance roads, and areas of historical significance. Broadly, such areas are intended to provide an opportunity for long-term planning beyond the normal twenty year planning horizon.
7. **Municipality or Municipal:** A legally incorporated or duly authorized association of inhabitants of a limited area for local government or other public purposes. For purposes of interpreting this document, “~~M~~municipality” or “~~M~~municipal” is intended to refer to the current incorporated jurisdictions in Island County (Coupeville, Langley, and Oak Harbor) as well as any city or town incorporated after the establishment of these ~~CWPP~~s.

~~8. **Planning Area:** Four Pplanning Aareas have been established in Island County for purposes of long-term planning, population forecasting, and data analysis. The four Pplanning Aareas include: Camano Island, North Whidbey, Central Whidbey, and South Whidbey. The specific boundaries of these areas are delineated on maps maintained by, and on file with, the Island County Planning Department.~~

89. Planning Goals or Planning Policies: Statements, goals, and specific policies expressed in the GMA Growth Management Act, CPPs Countywide Planning Policies, or a comprehensive plan adopted by the County or a Mmunicipality.

940. Resource Lands of Long Term Commercial Significance: Lands zoned Commercial Agriculture (CA) in accordance with the ICC Island County Zoning Code and RCW 36.70A.170 and RCW 36.70A.050.

1044. Rural Area(s): As used in this document the term “Rrural Aarea” is intended to refer to all of the land area in Island County outside of Urban Growth Areas. Generally (with the exception of RAIDs Rural Areas of More Intense Development), Rrural Aareas are intended to facilitate agriculture, forestry, and other resource dependent uses and activities which depend on rural resources and lands. Other uses may be permitted in the Rrural Aarea when consistent with the County’s definition of Rrural Ccharacter.

1142. Rural Area of More Intense Development (RAID): Areas of existing more intense rural development designated by the County pursuant to RCW 36.70A.050(d) and WAC 365-196-425(6). This term is synonymous with, and intended to be used interchangeably with, the term “Limited Area of More Intense Rural Development” (LAMIRD) as used in the GMA. The Island County eComprehensive pPlan contains a more complete definition as well as designation criteria for RAIDs.

1243. Rural Character: Refers to patterns of land use and development established by the County in the Rural Element of the Island County Comprehensive Plan. For purposes of interpreting this document, the definition of Rrural Ccharacter shall be the definition contained in the Island County Comprehensive Plan.

1344. Service, Public: Includes fire protection and suppression, law enforcement, public health, education, recreation, environmental protection, utilities, and other services or facilities provide by Government Aagencies or Sspecial Sservice Ddistricts. This term is synonymous with, and is intended to be used interchangeably with, the term “public facilities”.

1445. Service, Rural: Those Ppublic Sservices and public facilities historically and typically delivered at an intensity usually found in rural areas, and may include domestic water systems, fire and police protection services, transportation and public transit services, and other public utilities associated with rural development and normally not associated with urban areas. Rural services are those services necessary to support development which is consistent with the

definition of **R**rural **G**character and do not include storm or sanitary sewers, except as otherwise authorized by RCW [36.70A.110](#)(4).

15~~16~~.**Service, Urban:** Those **P**ublic **S**ervices and public facilities at an intensity historically and typically provided in cities, specifically including storm and sanitary sewer systems, domestic water systems, street cleaning services, fire and police protection services, transportation and public transit services, and other public utilities associated with urban areas and normally not associated with **R**rural **A**reas. Urban **S**ervices are intended to accommodate and facilitate **U**rban **D**evelopment consistent with the policies expressed in the comprehensive plans adopted by **C**ounty and **M**municipalities.

16~~17~~.**Special Service District:** Independent governmental units that exist separately from local governments to provide public services to limited areas using public funds, including but not limited to sewer and water districts, fire districts, and school districts.

17~~18~~.**Sprawl, Sprawling:** Scattered, poorly planned **U**rban **D**evelopment that often occurs in urban fringe and **R**rural areas. Generally, sprawl is neither reflective of **U**rban **G**character nor **R**rural **G**character. Sprawl occurs at densities too high to maintain **R**rural **G**character, but too low to provide the full range of social, economic, and cultural amenities typically associated with cities and towns. Sprawl is also characterized by forms of development which are difficult or costly to serve with high quality **U**rban **S**ervices.

18~~19~~.**Urban Character, Urban Form:** Refers to a pattern of **U**rban **G**rowth characterized by a high concentration of economic, social, and cultural amenities, as well as a full range of housing types and densities. Each **M**municipality in Island County has adopted a **C**omprehensive **P**lan which is expressive of their desired **U**rban Form and **G**character.

19~~20~~.**Urban Development, Urban Growth:** A pattern of growth that makes intensive use of land for the location of buildings, structures, and impermeable surfaces to such a degree as to be incompatible with the primary use of land for the production of food, other agricultural products, or fiber, or the extraction of mineral resources, rural uses, rural development, and natural resource lands designated pursuant to RCW [36.70A.170](#). Additionally, the term **U**rban **D**evelopment includes all forms of development that are inconsistent with the **C**ounty's adopted definition of **R**rural **G**character.

20~~21~~.**Urban Growth Area (UGA):** Areas within which **U**rban **G**rowth is encouraged and outside of which growth can occur only if it is consistent with **R**rural **G**character and not **U**rban **D**evelopment or urban in nature. In Island County, UGAs have been established around each **M**municipality. ~~In addition, a UGA has been established around Freeland in recognition of its existing pattern of **U**rban **D**evelopment.~~

~~**22. Urban Growth Area, Municipal (MUGA):** Each Municipality in Island County has been included in an Urban Growth Area and is responsible for developing a~~

~~comprehensive plan in compliance with the GMA and the County Wide Planning Policies developed jointly by the County and Municipalities. For purposes of interpreting this document, the term “Municipal Urban Growth Area” shall mean an Urban Growth Area associated with an incorporated Municipality.~~

2123. Urban Growth Area, Non-Municipal (NMUGA): An area characterized by an extensive pattern of ~~U~~urban ~~D~~development which was established prior to the adoption of the GMA and which does not include an incorporated ~~M~~municipality. In Island County, a ~~NMUGA Non-Municipal Urban Growth~~ has been established around the unincorporated area of Freeland in recognition of an existing pattern of ~~U~~urban ~~D~~development. The Freeland ~~NMUGA Non-Municipal Urban Growth Area~~ is subject to the ~~P~~planning ~~G~~goals and ~~P~~policies set forth in the ~~Island County’s~~ Comprehensive Plan and the Freeland Subarea Plan.

2224. Urban Growth Boundary (UGB): The line separating ~~UGAs Urban Growth Areas~~ from surrounding ~~R~~rural ~~A~~areas. The UGB is intended to preserve ~~R~~rural ~~G~~character in ~~R~~rural ~~A~~areas and prevent low-density ~~S~~sprawling development by focusing and encouraging ~~U~~urban ~~G~~growth in designated ~~UGA Urban Growth Areas~~.

2. Countywide Planning Goals

Island County and the municipalities have identified the following goals as being of countywide concern. These goals are intended to establish a foundation for, and guide the interpretation of, the policies contained in this document.

- 1. Intergovernmental coordination:** ~~The~~ Island County, the City of Langley, the Town of Coupeville, the City of Oak Harbor, ~~S~~state ~~A~~agencies, and ~~S~~special ~~S~~service ~~D~~districts will work together to address issues of regional, or countywide, importance in a coordinated fashion. Proactive communication and coordination will improve the quality of planning activities and reduce the likelihood of disputes. Proactive outreach to tribes should be conducted to invite their participation in the updating of the CPPs.
- 2. Joint City and County Planning:** Decisions regarding ~~JPA~~s ~~Joint Planning Areas~~, ~~Municipal~~ UGAs Urban Growth Areas, areas for future UGA expansions, and JPA ~~O~~overlay designations will be made by the ~~C~~ounty and ~~M~~municipalities in a cooperative fashion.
- 3. Public Participation:** Island County citizens will be involved in the planning process and public comments will be considered by the ~~C~~ounty and ~~M~~municipalities before making planning decisions involving issues of countywide concern.
- 4. Urban Growth Areas:** All decisions regarding the designation of new UGAs ~~Urban Growth Areas~~, adjustments to existing UGAs Urban Growth Areas, population forecasting, and the allocation of population to UGAs Urban Growth Areas will be made using clearly stated and rational criteria.

5. **Urban Development:** The social and economic vitality of Island County's cities and towns will be reinforced by ensuring that ~~U~~urban ~~D~~development occurs only within designated UGAs ~~Urban Growth Areas~~.
6. **Rural Development:** Island County's unique rural atmosphere and lifestyle will be protected from ~~S~~spawning low density development and inappropriate uses; also, rural land use plans will ensure that permitted development is consistent with the availability of ~~R~~rural ~~S~~services and resources.
7. **Public Services:** Adopted land use and economic development plans will be reinforced and supported by ~~P~~public ~~S~~service and infrastructure investments. Decisions on infrastructure investments and the provision of ~~P~~public ~~S~~services will be made in a way which strengthens and reinforces adopted ~~P~~planning ~~G~~goals and ~~P~~policies.
8. **Urban Services:** In order to protect and enhance the quality of life enjoyed by the residents of Island County's ~~M~~municipalities and UGAs ~~Urban Growth Areas~~, ~~U~~urban ~~D~~development will be provided with high quality ~~U~~urban ~~S~~services. The Municipalities will work to provide services at a level that promotes and fosters ~~U~~urban ~~D~~development in a manner consistent with their adopted ~~P~~planning ~~G~~goals and ~~P~~policies. Urban ~~S~~services will not be provided outside of UGAs ~~Urban Growth Areas~~ to protect Island County's ~~R~~rural ~~C~~character and prevent scattered ~~S~~spawning development patterns which are inefficient and costly to serve.
9. **Facilities of Countywide or Statewide Significance:** In recognition of the fact that some uses are difficult to site, but may be regionally significant or essential, the ~~C~~county, ~~M~~municipalities, and ~~S~~state agencies will work together to develop consistent policies and regulations governing, but not prohibiting these facilities.
10. **Transportation:** Island County should be served by an efficient, well connected, multimodal transportation system. Transportation plans, spending decisions, and regulations will be consistent with and reinforce adopted land use and economic development plans.
12. **Affordable Housing:** ~~Opportunities for affordable housing will be provided throughout Island County and a full range of housing types and densities will be permitted in Island County's Urban Growth Areas and Municipalities in order to ensure that the supply of new housing is consistent with demand.~~ Housing affordable to all income levels will be planned for and accommodated throughout Island County and municipalities.
13. **Economic Development:** Develop a coordinated and diverse economic base that provides employment opportunities and improves the wellbeing of all economic segments of Island County's population. The ~~C~~county and ~~M~~municipalities will consider economic development broadly by incorporating ~~P~~planning ~~P~~policies throughout their planning documents that are supportive of a coordinated economic development strategy.

13. **Critical Areas:** The **C**ounty and **M**municipalities will work together to ensure that **P**lanning **P**olicies, and **D**evelopment **R**egulations designed to protect Island County's natural resources and critical areas are consistent with one another.
14. **Historic Preservation:** Preserve and protect cultural resources as well as lands, sites, and structures that have historic or archaeological significance.
15. **Water Resources:** Protect the long-term viability of Island County's drinking water supply and the rights of Island County's existing residents, by considering the relationship between allowed densities and known and/or verifiable water supplies.
16. **Climate Resilience & and Natural Disasters:** In order to ~~avoid~~ mitigate the risks ~~unnecessary and costly infrastructure and to avoid exposing~~ Island County residents to ~~unnecessary risk~~, the **C**ounty and **M**municipalities will work proactively to prepare for, and if necessary, adapt to make the county more resilient to, the impacts of changing climate patterns and natural disasters by incorporating climate resilience goals and policies in comprehensive plans.
17. **Public Health:** Promote the health of people of all ages and abilities by adopting policies and regulations that encourage safe, healthy habits through the communities we plan, build, and preserve.

3. Countywide Planning Policies

The following policies are intended to facilitate the realization of the countywide goals identified above. These policies are further intended to guide the development of **C**ounty and **M**municipal comprehensive plans and **D**evelopment **R**egulations where such plans and regulations involve issues of countywide concern.

3.1 General Provisions

1. Except as otherwise stated, **M**municipalities shall be responsible for establishing long range plans and **P**lanning **P**olicies for **Municipal UGAs** ~~Urban Growth Areas~~. The **M**municipalities shall also be exclusively responsible for regulating land use and development within the incorporated portions of **Municipal UGAs** ~~Urban Growth Areas~~.
2. The **C**ounty shall be responsible for regulating land use and development activities within unincorporated portions of **Municipal UGAs** ~~Urban Growth Areas~~; however, the **C**ounty must coordinate with the associated **M**municipality to ensure that any new uses authorized by a **C**ounty permit or **D**evelopment **R**egulation are consistent with the **M**municipality's **P**lanning **G**oals and **P**olicies, as well as any applicable **CPPs** ~~Countywide Planning Policies~~.
3. Growth and development within **NMUGAs** ~~Non-Municipal Urban Growth Areas~~ shall be planned for, managed, and regulated by the **C**ounty.

4. The County and the Mmunicipalities should coordinate where appropriate, the development and implementation of long-range plans for youth services, senior services, fire protection, police services, air quality, transportation, solid waste, public and private utilities, watershed and storm-water planning, and environmental plans for the protection of critical areas.
5. Growth and development outside of UGAs ~~Urban Growth Areas~~ shall be planned for, managed, and regulated by the County, except that planning within JPAs ~~Joint Planning Areas~~ shall be subject to the JPA ~~joint planning area~~ policies described below in section 3.2.

3.2 Joint Planning Area Policies

1. For each ~~Municipal~~ UGA, the County and the Mmunicipality associated with the MUGA shall collaboratively designate a ~~Joint Planning Area (JPA)~~. Broadly, such areas are intended to provide an opportunity for long-term planning beyond the normal twenty-year planning horizon.
 - a. When identifying properties for inclusion in the JPA, the following shall be given first consideration:
 - i. Lands adjacent to the MUGA;
 - ii. Lands adjacent to essential public facilities and urban services;
 - iii. Lands that facilitate connectivity to established or projected transportation corridors; and
 - iv. Lands where inter-jurisdictional long-term coordination would be beneficial due to the sensitive nature of adjacent uses.
 - b. When possible, resource lands of long-term commercial significance should be considered for exclusion from the JPA.
 - c. JPA boundary lines shall be drawn, wherever practical, in order to:
 - i. Be contiguous and not contain any holes;
 - ii. Follow street alignments, water courses, and other physical boundaries;
 - iii. Be kept straight, simple, and logical; and
 - iv. Follow parcel boundaries (not dividing a parcel).
2. The County and the Mmunicipality shall also collaboratively produce a long-term conceptual plan for the JPA ~~Joint Planning Area~~ as follows:
 - a. Two broad overlay designations shall apply within JPAs as follows; Potential Priority Growth Areas (PGA) and Long Term Rural Significance (LRS) ~~Auxiliary Growth Area (AGA)~~. These designations need not be applied to all land within the JPA, land may be left undesignated; however, sufficient quantities of both PGA and ~~AGA~~ LRS land should be designated to guide and control future development and UGA expansions.

- b. The JPA overlay designation of ~~Priority Growth Area (PGA)~~ should be considered for lands which are:
 - i. Already characterized by ~~U~~urban ~~D~~development,
 - ii. Served by ~~U~~urban ~~S~~services, particularly sanitary sewer, or
 - iii. Determined by the ~~M~~municipality and the ~~C~~county to be the most logical and ~~cost~~ effective location to accommodate future ~~UGA Urban Growth Area~~ expansions.
- c. Land should not be assigned a ~~JPA Joint Planning Area~~ overlay designation of PGA if such land meets the criteria for an ~~AGA LRS~~ designation unless when such designation meets the criteria established in 3.2(2)(~~e~~f) of this chapter.
- d. JPA overlay designation of ~~Auxiliary Growth Area (AGA)~~ LRS should be considered for lands which are:
 - i. Extensively constrained by critical areas, flood hazards, or tsunami hazards, except when this land could be used to fulfill open space requirements;
 - ii. Determined by the ~~C~~county and/or ~~M~~municipality to have long-term cultural, scenic or environmental benefits, except when this land could be used to fulfill open space requirements;
 - iii. Resource lands of long-term commercial significance;
 - iv. Classified as forest lands or farm and agricultural lands and with property valuation at current use classification under RCW 84.34.020(2) or RCW 84.33.035; or
 - v. Within or in close proximity to Accident Potential Zones, and areas highly impacted by aircraft noise identified in Air Installations Compatible Use Zones (AICUZ) ~~P~~program noise contour maps.
- ~~e. When possible, a buffer of land should be provided between the UGA or lands designated as JPA, and resource lands or long term commercial significance. When such a buffer is established it shall be assigned a designation of AGA. A buffer should not be established if it would result in highly irregular or impractically configured AGA overlay boundaries.~~
- ~~ef.~~ Joint Planning Area JPA designations shall not be assigned in such a way that future UGA expansions are completely precluded, forestalled, or rendered impractical; areas must be provided to allow for future UGA expansions. Lands designated LRS ~~AGA~~ may be considered for re-designation to PGA when:
 - i. A LRS ~~AGA~~ designation would create a non-contiguous (“donut hole”) area of ~~C~~county land with future UGA expansions;

- ii. A ~~LRS~~ ~~AGA~~ designation would preclude, forestall, or make impractical the future and logical expansion of the UGA;
 - iii. A ~~LRS~~ ~~AGA~~ designated area is located adjacent to or in close proximity to established or projected transportation corridors;
 - iv. A ~~LRS~~ ~~AGA~~ designated area is needed to facilitate or provide access and connectivity to established or projected transportation corridors;
 - v. A ~~LRS~~ ~~AGA~~ designated area is located adjacent to or in close proximity to essential public facilities or urban services; ~~or~~
 - vi. A ~~LRS~~ ~~AGA~~ designated area is needed to facilitate the logical extension of urban services or for the siting of essential public facilities; or
 - vii. A LRS designated area is needed for the logical expansion of the UGA, and will be used to fulfill open space requirements.
 - ~~fg.~~ Lands designated ~~LRS~~ ~~AGA~~ that perform a critical recharging effect on aquifers used for potable water or lands which contain significant flood hazard areas should remain ~~LRS~~ ~~AGA~~ when possible.
- 3. The ~~C~~county shall adopt the PGA and ~~LRS~~ ~~AGA~~ designations as ~~C~~comprehensive ~~P~~plan overlay designations which will apply in addition to any underlying comprehensive plan or zoning designations.
 - 4. The ~~C~~county may adopt a ~~FPA~~ ~~Future Planning Area~~ around the Freeland ~~NMUGA~~ ~~Non-Municipal Urban Growth Area~~ and assign overlay designations in accordance with the criteria provided in Section 3.2.
 - 5. A conceptual JPA plan should be prepared by the ~~C~~county in cooperation with each ~~M~~municipality consistent with the above criteria, the ~~P~~planning ~~G~~goals and ~~P~~policies expressed in this document, and any applicable ~~C~~county ~~P~~planning ~~G~~goals and ~~P~~policies. The ~~C~~county and ~~M~~municipalities should then work together to resolve any concerns prior to final adoption by the ~~C~~county.
 - 6. Proposals to modify a ~~MUGA~~ or ~~JPA~~ ~~Joint Planning Area~~ may be made by a ~~M~~municipality or the ~~C~~county. Modifications to JPA plans shall be subject to the procedures and criteria identified above and should generally be reviewed during the periodic update cycle mandated by the GMA or sooner if needed to ensure consistency with adopted criteria.
 - 7. For lands assigned a designation of ~~Priority Growth Area (PGA)~~, the ~~C~~county shall adopt ~~P~~planning ~~P~~policies which limit or restrict development which could interfere with the efficient utilization of such lands for future ~~U~~urban ~~D~~development. The ~~C~~county shall also adopt ~~P~~planning ~~P~~policies which provide ~~M~~municipalities notification of significant development proposals (such as land divisions, site plan approvals, or major transportation projects) within the JPA, and shall provide the affected ~~M~~municipality with the ability to comment on such proposals.

8. For lands assigned a designation of ~~LRS Auxiliary Growth Area (AGA)~~ the ~~C~~ounty shall adopt ~~P~~lanning ~~P~~olicies and which protect the agricultural, environmental, forestry, aesthetic, or cultural values of such lands.

3.3 Urban Growth Areas

Consistent with the provisions of RCW 36.70A.110, a ~~UGA Municipal Urban Growth Area~~ has been established around each ~~M~~municipality. A ~~Non-Municipal NM~~UGA has also been established in Freeland in recognition of the fact that Freeland is already characterized by ~~U~~urban ~~D~~development. Existing UGAs may be modified when it can be demonstrated that the proposed modification is consistent with the following policies. These policies are intended to implement countywide planning goals 2.1, 2.2, 2.4, and 2.5 as well as GMA planning goals one, two, and four as provided for in RCW 36.70a.020.

1. The review of a UGA for possible expansion is a significant undertaking. Generally, ~~U~~UGAs should only be enlarged or modified during the periodic update process; however, UGAs may be modified outside of the periodic update process if necessary to accommodate major and unanticipated fluctuations in Island County's population, or if necessary to accommodate a large employer or institution which cannot reasonably be accommodated within an existing UGA.
2. ~~UGAs Urban Growth Areas~~ may be expanded during a GMA mandated periodic update cycle if necessary to accommodate a 20 year supply of buildable land as required by RCW 36.70A.110.
3. ~~UGAs Urban Growth Areas~~ may be expanded outside of a GMA mandated periodic update cycle if the expansion is necessary for one of the following reasons. For purposes of interpreting these policies, "the start of the planning period" shall mean the date on which the most recent periodic update was completed.
 - a. Population growth in the UGA since the start of the planning period equals or exceeds fifty percent of the population growth allocated to the UGA at the start of the planning period; or
 - b. Employment growth in the UGA since the start of the planning period equals or exceeds fifty percent of the employment growth allocated to the UGA at the start of the planning period; or
 - c. Written notification is provided by the Department of Defense, or other reliable and verifiable information is obtained, indicating that prior to the next periodic update cycle, Naval Air Station Whidbey ~~Island (NASWI)~~ staffing will increase in a manner which would result in population growth equal to or exceeding fifty percent of the population growth allocated to the UGA at the start of the planning period; or
 - d. An opportunity is presented to bring a large scale business, industry, institution, or other significant employer to Island County, and the ~~C~~ounty

and ~~M~~municipality agree that due to the facility or institution's unique characteristics there is no suitable land available inside the current UGA.

4. ~~UGAs Urban Growth Areas~~ shall be sized to include only the land necessary to accommodate twenty years of population and employment growth based on the methodology included in Appendix "A". This methodology is intended to provide for a reasonable market factor.
5. In considering potential UGA expansion scenarios, ~~M~~municipalities should consider alternative measures such as ~~as~~ increasing the densities allowed within their existing UGA or altering the uses allowed by their land use plan and zoning regulations. The viability of such measures should then be discussed with the ~~C~~county. In determining the viability of such alternative measures, the ~~M~~municipalities may consider a full range of economic, social, and real estate market factors.
6. After a thorough consideration of all other reasonable measures the UGA may be expanded in order to relieve a critical shortage of buildable land. If it is determined that an expansion or modification of a UGA is necessary, the UGA boundaries must be evaluated on a countywide basis, be based on a ~~C~~county population projection that does not exceed the Office of Financial Management (OFM) published ranges, and include an evaluation of the ~~allocation of growth and housing allocations outlined in Appendix B to each Planning Area and UGA.~~
7. Land shall be considered for inclusion within the UGA in the following order:
 - a. Land with a JPA overlay identified as urban holding areas designation of PGA.
 - b. Land within a JPA which has not been assigned a JPA overlay designation except as provided for in 3.3.8.
 - c. Land with a JPA overlay designation of ~~LRS AGA~~ which is not extensively constrained by critical areas; which does not contain significant flood or tsunami hazard areas; or which is not designated as resource lands or long-term commercial significance.
8. Land which is extensively constrained by critical areas, which contain flood or tsunami hazard zones, or which is designated as resource land ~~or of~~ long-term commercial significance, should be considered the lowest priority for inclusion within a UGA and should only be included within a UGA ~~upon a demonstration of the following~~ based on the following criteria:
 - ~~a. After a thorough consideration of all other reasonable measures the UGA must be expanded in order to relieve a critical shortage of buildable land;~~
 - a. The lands are needed to provide contiguity between PGA and other developable lands;
 - b. The lands will be preserved by their natural and environmental values with park or open space designations;

- ~~cb.~~ No other land exists which can reasonably be added to the UGA;
 - ~~de.~~ The land being considered can be reasonably served by ~~U~~urban ~~S~~services;
and
 - ~~ed.~~ A transfer of development rights (TDR) program has been enacted per WAC 365-196-815(1)(a).
9. Under no circumstances shall a UGA be expanded into a designated tsunami or flood hazard area unless the land is assigned an extremely low intensity comprehensive plan designation such as park or open space.
10. UGAs ~~Urban Growth Areas~~ may be reduced in size if:
- a. Revised population estimates or allocations indicate that that the existing UGA is larger than necessary to accommodate a 20 year supply of buildable land.
 - b. Densities within the UGA have been increased such that the UGA is larger than necessary to accommodate a 20 year supply of buildable land.
 - c. It is determined that ~~U~~urban ~~S~~services including public sewer and water cannot reasonably be provided to the area included in the proposed UGA reduction. Any UGA reduction proposed on the basis of this criterion shall ensure that any population currently allocated to the area included in the proposed reduction is redistributed elsewhere within the UGA, or to another UGA.
11. UGAs ~~Urban Growth Areas~~ may be modified by simultaneously including and excluding land so that the total area of the UGA is not altered, provided that land shall be considered for inclusion based on the criteria expressed in policies 3.3.5, 3.3.6, 3.3.7, 3.3.8, and 3.3.9 above.
12. Land shall not be removed from a UGA if it is already characterized by ~~U~~urban ~~D~~development, permits have been issued authorizing ~~U~~urban ~~D~~development, or ~~U~~urban ~~S~~services have been extended into the area, unless the area is physically separated from and not adjacent to existing urbanized areas and would otherwise qualify as a ~~Rural Area of Intense Development (RAID)~~.
13. UGA modifications outside of the period update cycle may be proposed by a ~~M~~municipality, the ~~C~~county, or an individual. Modifications proposed by ~~M~~municipalities or individuals shall be submitted to the ~~C~~county in a manner consistent with the ~~C~~county's procedures for comprehensive plan amendments and placed on the ~~C~~county's annual review docket (per ~~ICC~~ Chapter 16.26 ICC). Modifications proposed by individuals shall not be approved by the ~~C~~county unless the modification is supported by the legislative authority of the affected ~~M~~municipality.
14. For any proposed UGA modification a current land capacity analysis shall be prepared and shall utilize the procedures described in Appendix A. The land capacity analysis should be performed by the respective ~~the~~ jurisdiction; ~~initiating~~

~~the UGA modification,~~ unless the modification is initiated by an individual, in which case the land capacity analysis should be completed by the ~~E~~county.

3.4 Urban Development

The following policies have been adopted to ensure that ~~U~~urban ~~D~~development occurs only within designated ~~UGAs~~ ~~Urban Growth Areas~~, and that ~~U~~urban ~~G~~growth is orderly, compact, contiguous, and adequately served by ~~U~~urban ~~S~~services. These policies are intended to implement countywide planning goals 2.4, 2.5, and 2.8 as well as GMA planning goals one, two, and twelve.

1. Urban ~~D~~development shall take place only within municipalities and UGAs.
2. Each ~~M~~municipality shall prepare land use plans, ~~P~~planning ~~P~~policies, and ~~D~~development ~~R~~regulations for their UGA. These plans, ~~P~~planning ~~P~~policies, and ~~D~~development ~~R~~regulations shall be used to regulate development activities within the incorporated boundaries of the ~~M~~municipality. For land within a ~~Municipal~~ UGA, but outside the incorporated boundaries of a ~~M~~municipality, the ~~C~~county's ~~P~~planning ~~P~~policies and ~~D~~development ~~R~~regulations shall apply until such time that the land is annexed. Upon annexation the ~~M~~municipality's ~~P~~planning ~~P~~policies and ~~D~~development ~~R~~regulations shall apply.
3. Urban ~~D~~development shall be expressive of ~~U~~urban ~~C~~character. Planning ~~P~~policies and ~~D~~development ~~R~~regulations should be adopted by the ~~C~~county and the ~~M~~municipalities to ensure that ~~U~~urban ~~D~~development is not wasteful of land or resources, and that ~~U~~urban ~~D~~development proceeds in an orderly contiguous fashion.
4. Planning ~~P~~policies and ~~D~~development ~~R~~regulations shall be adopted which require that new development, including subdivisions, short subdivisions, site plan approvals, and building permits for new homes and commercial or industrial buildings within a designated UGA be served by public sewer and water.
5. Development ~~R~~regulations may be adopted by the ~~M~~municipalities (or by the ~~C~~county, in the case of the Freeland NMUGA), ~~which allow~~ variances or waivers ~~may to~~ be granted from the above requirement in situations where public sewer and water cannot be provided economically due to topographical constraints or an inability to obtain the approval of intervening land owners. ~~Waivers or variances should only be granted to serve existing development or to permit the development of single-family homes on existing lots.~~ Waivers or variances shall not be used to permit land division ~~or the establishment of new non-residential uses.~~
6. The construction or installation of new private wells and septic systems within ~~UGAs~~ ~~Urban Growth Areas~~ should be strongly discouraged and only allowed through a variance or waiver as described above in policy 3.4.5. When permitted, these systems should be considered an interim solution until public sewer or water service can be provided.

7. The ~~M~~municipalities and ~~C~~ounty agree that steps should be taken during each periodic update cycle to increase the percentage of Island County's overall growth occurring within UGAs. The ~~M~~municipalities and the ~~C~~ounty should work to foster, promote, and accommodate additional housing and job growth within existing UGAs and shall adopt policies to accomplish this objective.
8. Municipalities shall not annex land outside an ~~UGA~~ Urban Growth Area.
9. Land recently added to a UGA shall not be annexed until any appeal periods or proceedings associated with the UGA expansion have lapsed or been resolved.
10. Each ~~M~~municipality should include specific policies to guide the incorporation process in their comprehensive plans.
11. It is recognized that ~~U~~urban ~~G~~rowth and ~~D~~development should be regulated by the ~~M~~municipalities. Accordingly, the following policies are intended to facilitate and encourage the annexation of land outside of existing ~~M~~municipal boundaries but within ~~Municipal~~ UGAs. These policies are also intended to ensure that ~~U~~urban ~~D~~development occurs in a logical, incremental, and rational fashion, and to prevent the ~~C~~ounty from authorizing development within a ~~Municipality's~~ UGA which forestalls or frustrates future ~~U~~urban ~~D~~development or the realization of the ~~M~~municipality's ~~P~~planning ~~G~~goals and ~~P~~policies:
 - a. Land outside of existing ~~M~~municipal boundaries but within a ~~Municipal~~ UGA shall be assigned a ~~C~~ounty comprehensive plan and zoning designation of Urban Holding "~~UH~~" until such time that it is annexed by a municipality. Once the annexation process is complete, the ~~M~~municipality's ~~P~~planning ~~P~~policies, zoning designations, and ~~D~~development ~~R~~regulations shall be used to regulate development.
 - b. Island County will support the incorporation of ~~NMUGAs~~ Non-Municipal Urban Growth Areas and provide technical assistance as needed, provided that all annexation and incorporation proposals involving land associated with a ~~NMUGA~~ Non-Municipal Urban Growth Area will be reviewed against the relevant incorporation/annexation criteria set forth in ~~S~~state law, including a thorough analysis of fiscal impacts.
 - c. In allocating projected growth to UGAs, priority should be given to ~~Municipal~~ UGAs over ~~Non-Municipal~~ NMUGAs within the same planning area.
 - d. The ~~C~~ounty shall continue to work with local jurisdictions to adopt ~~P~~planning ~~P~~policies and ~~D~~development ~~R~~regulations that will facilitate anticipated urban development, annexation and the provision of urban services in those areas designated UH.
12. Incorporation proposals involving land outside the boundaries of a ~~NMUGA~~ Non-Municipal Urban Growth Area shall not be supported or approved by the ~~C~~ounty.

3.5 **Rural Development**

1. All development outside of UGAs shall be consistent with the County's definition of Rural Character ([ICC 17.03.040](#)).
2. Allowed land uses in the Rural Areas should primarily be agricultural or low density residential in nature. In order to support the economic and social vitality of existing cities and towns, non-residential, non-agricultural uses in Rural Areas should generally be limited to small scale home businesses and non-residential uses which are directly related to, and supportive of, agricultural uses. Small scale recreation and tourist uses may also be appropriate in Rural Areas, and higher density housing and certain commercial uses may be permitted in the County's RAIDs. The County shall adopt Planning Policies.
3. In establishing allowed densities and uses in Rural Areas, the County shall consider the long-term availability of known and /or verifiable water supplies, the general suitability of the area for on-site septic systems, the presence of geologically unstable areas, and the presence of flood or tsunami hazards.
4. The County shall plan for the timely and efficient provision of Rural Services.
5. In general, public facilities and buildings should not be located in Rural Areas unless their function or service area is best served by a location outside of a UGA.
6. The Municipalities and the County have agreed that the percentage of growth occurring within UGAs should be increased. The County should adopt Planning Policies and Development Regulations in order to achieve this objective.

3.6 **Public Facilities and Services**

1. New Urban Services and facilities shall not be provided or extended outside of ~~UGAs Urban Growth Areas~~. In particular, sanitary sewer systems may not be extended outside of existing UGAs unless necessary to respond to a documented public health hazard caused by existing development which cannot be remedied in any other reasonable way.
2. Public Services and facilities shall be provided in a manner which is consistent with, and helps to implement all aspects of locally adopted comprehensive plans and Development Regulations.
3. Public Services and facilities shall not be provided in a manner which is contrary to locally adopted comprehensive plans and Development Regulations.
4. Within UGAs, provisions must be made to ensure that necessary Urban Services are available or in place prior to, or concurrent with, Urban Development.

5. Consistent with GMA requirements, locally adopted comprehensive plans and ~~D~~development ~~R~~regulations shall specifically identify how ~~U~~urban ~~S~~services will be provided throughout UGAs.
6. With respect to services or facilities of regional significance, ~~M~~municipalities and the ~~C~~ounty should coordinate capital facilities planning and funding within UGAs.
7. The ~~C~~ounty and the ~~M~~municipalities will work together to implement, enforce, and update the Coordinated Water System Plan and any associated ~~P~~planning ~~P~~policies or ~~D~~development ~~R~~regulations.
8. Public ~~S~~services and facilities should be located in areas which are accessible by all modes of transportation. In particular, public services serving low income or mobility impaired citizens should be located in close proximity to transit stops and in areas with a well developed network of sidewalks and paths.
9. In general, public facilities and buildings should not be located in ~~R~~rural ~~A~~areas. In evaluating the appropriate location for public buildings and facilities, sites should be considered in the following order of preference:
 - a. Sites within existing ~~M~~municipalities.
 - b. Sites outside of existing ~~M~~municipalities, but within UGAs.
 - c. Sites outside of an existing ~~M~~municipality, or UGA, but within a ~~Limited Area of More Intense Rural Development (RAID)~~.
 - d. Sites in ~~R~~rural ~~A~~areas, but only when it can be shown that the ~~P~~public ~~S~~service requires a location in a ~~R~~rural ~~A~~area due to its unique operational characteristics or service area requirements.

3.7 Facilities of Countywide or Statewide Significance

The ~~C~~ounty and the ~~M~~municipalities are required by the GMA (RCW 36.70A.200) to include provisions in their comprehensive plans and ~~D~~development ~~R~~regulations addressing essential public facilities. The following policies are intended to guide the designation, location, expansion, and modification of ~~F~~acilities of ~~C~~ountywide or ~~S~~tatewide ~~S~~significance and to ensure full compliance with GMA requirements.

1. The ~~C~~ounty and ~~M~~municipalities shall ensure that their ~~P~~planning ~~P~~policies and ~~D~~development ~~R~~regulations contain policies and procedures allowing for, and governing facilities of statewide or countywide significance.
2. The ~~C~~ounty and each ~~M~~municipality should establish a process through their comprehensive plans or ~~D~~development ~~R~~regulations for identifying and regulating the location and development of essential public facilities. These policies and regulations should, at a minimum, include:
 - a. A process for determining whether or not a given facility or service meets the definition of an essential public facility.

- b. A process, including specific criteria, for evaluating alternative locations.
 - c. Provisions to ensure that the environment, public health, and safety are protected.
 - d. For facilities outside of UGAs, provisions to ensure, to the extent possible, the facility is consistent with the ~~C~~ounty's adopted definition of ~~R~~rural ~~C~~character.
3. To the extent possible, essential public facilities should be located in a manner which is consistent with, and supportive of adopted land-use, transportation, and economic development plans.
4. Essential public facilities shall be located within a UGA unless it can be demonstrated that a rural location is the most appropriate location based on the specific characteristics and operational needs of the facility. Mere convenience or expediency is not sufficient to demonstrate compliance with this requirement.
5. Essential public facilities located outside of a UGA should be self contained and should not require the extension or provision of ~~U~~urban ~~S~~services. In the event that it is absolutely necessary to extend ~~U~~urban ~~S~~services to allow for the establishment of an essential public facility that would otherwise be impossible to establish, ~~U~~urban ~~S~~services shall be provided in a manner which precludes further extension or connections in the intervening areas. In such instances, the extension of ~~U~~urban ~~S~~services shall not be used to service ~~R~~rural ~~D~~development or to justify future UGA expansions that could not otherwise be supported by the policies of this document.
6. The ~~C~~ounty and ~~M~~municipalities shall not preclude the establishment or provision of an essential public facility when proposals for such services or facilities are consistent with these policies, as well as any ~~P~~planning ~~P~~policies and ~~D~~development ~~R~~regulations adopted by the ~~C~~ounty or ~~M~~municipalities regulating essential public facilities.
7. The ~~C~~ounty, in collaboration with the affected municipality shall review proposals for ~~F~~facilities of ~~C~~ountywide or ~~S~~statewide ~~S~~significance in ~~unincorporated Municipal~~ UGAs, taking into consideration these policies, as well as applicable ~~C~~ounty and ~~M~~municipal policies and regulations.

3.8 Transportation

1. The transportation element of the ~~C~~ounty's comprehensive plan should include ~~UGA Urban Growth Area~~ components to ensure consistency among planning jurisdictions. All transportation planning, including that of ~~F~~ederal or ~~S~~state agencies, and ~~P~~port ~~D~~districts, should be jointly and cooperatively developed, adopted and implemented through coordinated and collaborative planning efforts.

2. The **C**ounty and **M**municipalities should each actively participate in multi-county, multi-jurisdiction, regional transportation planning, including planning for Washington State Ferries.
3. The **C**ounty and **M**municipalities will cooperate in the analysis of, and response to, any major industrial, retail, commercial, recreation, or residential development proposal that may impact the transportation systems in Island County.
4. The capacity of the transportation system must be planned, built, and managed to meet planned land use densities in UGAs.
5. The planned transportation system should be implemented in a coordinated and cost effective manner utilizing a fair and sufficient method of funding.
6. The **C**ounty and **M**municipalities shall work together in identifying and preserving transportation corridors in JPAs and unincorporated UGAs. The location and extent of such corridors should be based on the street classifications and/or future street maps recommended or identified in the Transportation Elements of **M**municipal **C**omprehensive **P**plans.
7. The purchase of right-of-way, or the construction of transportation projects necessary to facilitate **U**urban **D**development, within unincorporated UGAs shall be the responsibility of the **M**municipality associated with the UGA.
8. The **C**ounty and **M**municipalities will coordinate their respective transportation plans for consistency and interconnectedness in JPAs and unincorporated **Municipal** UGAs. For developments occurring in a JPA, or an unincorporated **Municipal** UGA, that may impact future transportation corridors, the County will notify the **M**municipality responsible for the UGA or JPA of the development and provide the **M**municipality with an opportunity to comment on the proposal.
9. Pursuant to RCW 36.70A.430, a multi-jurisdiction environmental and permitting process should be established for reviewing and coordinating state and local permits for transportation projects that cross **M**municipal or **C**ounty boundaries. This policy may be carried out through the development of inter-local agreements with the **M**municipalities within Island County as well as adjoining **C**ounties and **M**municipalities.

3.9 **Housing**

In order to meet the need for affordable housing and to accommodate the housing needs for all economic segments of the population ([per the State's requirements in RCW 36.70A](#)), the **C**ounty and **M**municipalities will consider the following policies in the development of locally adopted comprehensive plans ([refer to Appendix B for details on housing allocations and methodology](#)):

1. A wide range of housing development types and densities throughout Island County ~~shall~~ **should** be ~~accommodated encouraged and promoted~~ to meet the needs of a diverse population and provide affordable housing choices for all;

2. Manufactured home parks at urban densities, should be located within ~~Municipalities~~, UGAs and/or ~~unincorporated RAIDs rural centers~~;
3. Multi-family housing should be located within ~~Municipalities~~, UGAs and/or ~~unincorporated RAIDs Rural Centers~~;
4. ~~In order to maximize economic opportunity and enhance the wellbeing of Island County's low income residents~~, Publicly funded ~~low income~~ emergency housing and permanent supportive housing should be located in close proximity to employment centers, transit stops, and other public services.
5. The comprehensive plans of the ~~C~~county and the ~~M~~municipalities should consider the following housing policies:
 - a. Development of ~~boarding houses~~, single-room occupancy housing, planned residential developments ~~scattered site housing~~, and accessory dwelling units ~~housing such as elder cottages, guest houses, and/or attached apartments~~;
 - b. Establishment of a public/private housing trust fund to provide loans and grants for development of low to moderate income housing and housing for persons with special needs;
 - c. Identification of publicly owned properties within UGAs or RAIDs that could serve as possible sites for the development of affordable low income housing; and
 - d. Identification of regulatory relief actions such as inclusionary zoning, density bonuses for the development of lower-cost housing or in-lieu payments into a housing trust fund, forgiveness of impact or mitigation fees for low-income housing as authorized under the GMA or priority permit process treatment of housing developments intended for or including affordable housing.
6. Provisions for ~~affordable~~ housing affordable to all income levels will be required elements of the housing, land use, economic development and comprehensive plans of the ~~C~~county and ~~M~~municipalities.

3.10 Land Use & Public Health

Access to clean air and water, healthy food, affordable housing, adequate transportation, and opportunities for physical activity, are all key factors that contribute to a positive quality of life. The ~~Growth Management Act (GMA)~~ encourages the availability of affordable housing, efficient multimodal transportation systems, retaining open spaces, enhancing recreational opportunities and requires communities to plan for bicycle and pedestrian transportation and physical activity. Establishing a deliberate connection between land use and public health will assist the ~~C~~county and the ~~M~~municipalities in realizing these GMA objectives. Therefore, it is the policy of the ~~C~~county and the ~~M~~municipalities that the following policies should be considered when developing or revising ~~C~~county or ~~M~~municipal ~~P~~planning ~~P~~policies and ~~D~~development ~~R~~regulations:

1. Roadway systems should be planned, built, and managed to encourage alternative transportation modes to the single-occupant vehicle. Transportation systems should support active, independent mobility for users of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities. Each jurisdiction should encourage:
 - a. Use of public transportation;
 - b. Development of linked on-street bicycle routes and pedestrian and bicycle corridors;
 - c. Adequate pedestrian facilities; and
 - d. Provisions for connections between different modes of transportation.
2. Development within UGAs should encourage enhanced community access and promote healthy active lifestyles through:
 - a. An appropriate mix of land uses and intensities of land uses;
 - b. Well connected street grids;
 - c. Non-motorized access to transportation;
 - d. Appropriate pedestrian and bicycle facilities that allow for safe travel; and
 - e. Regionally connected trail systems.
3. A countywide system of non-motorized trails should be established in accordance with the Island County Non-Motorized Trails Plan. Trail development should be completed through regional collaboration and prioritize linking multi-modal transportation, schools, urban development, places of employment, and recreational facilities.
4. Residents should have adequate access to “open space” areas. Open spaces include land which contains natural areas, habitat lands, natural drainage features, and/or other environmental, cultural and scenic resources. Such land should be preserved and provided to residents for recreational use when appropriate. Open spaces should be linked to non-motorized transportation and public transportation.
5. Residents should have access to healthy food choices. Consideration should be given to establishing land use patterns and ~~D~~development ~~R~~regulations that support such access. Land use and ~~D~~development ~~R~~regulation amendments should consider the potential to remove existing barriers to healthy food choices, if they exist. Home and community gardens within UGAs should be encouraged and supported through design and permitting processes.
6. Access to affordable housing influences, and is influenced by, residents health. Housing services should be planned with collaboration of health and economic development expertise. Development of multi-family affordable housing should be encouraged near major employment opportunities, public services including

healthcare, public transportation, retail providing healthy food options, and open spaces such as parks and trails.

3.11 Economic Development & Employment

To ensure future economic vitality, broaden employment opportunities, and meet the needs of projected growth while retaining a high-quality environment, the **County** and the **Municipalities** have determined that the following policies should guide local economic development planning efforts:

1. Economic growth should be encouraged within the capacities of the **County's** natural resources, public services and public facilities;
2. The Economic Development Element of the Island County Comprehensive Plan and the comprehensive plans of the **Municipalities** should, at a minimum:
 - a. Consider the goods, services and employment requirements of existing and projected population;
 - b. Identify the land use, infrastructure, transportation, and labor market requirements of businesses which have the highest probability of economic success in Island County and the least negative impact on the quality of life;
 - c. Based on citizen input, existing land use patterns, and local capacity (geographic environmental and other considerations), determine areas suitable for retail, commercial and industrial uses; and
 - d. Encourage expansion of the tax base to support the infrastructure and services required to support a growing or changing population.
3. Future retail, commercial, and industrial development should be encouraged in UGAs and RAIDs as identified in the comprehensive plans adopted by the **County** and **Municipalities**.
4. Land use regulations and infrastructure plans of the **County** and **Municipalities** should be amended or developed in a manner that supports economic development elements of locally adopted comprehensive plans.
5. Economic development in each of Island County's **Planning Areas** should proceed in a coordinated fashion consistent with locally adopted comprehensive plans and development regulations.
6. The **County**, **Municipalities**, and **Port Districts** should work collaboratively to address issues of intergovernmental coordination and overlapping responsibility.

4. Administration and Implementation

The purpose of this section is to ensure that the **CPPs Countywide Planning Policies** are administered jointly in a collaborative fashion by the **County** and **Municipalities**.

4.1 Countywide Planning Group

1. A Countywide Planning Group (CPG) shall be formed for the purpose of discussing and coordinating countywide planning issues. This group shall be comprised of representatives from the planning departments of Coupeville, Island County, Langley, and Oak Harbor.
2. The CPG shall meet at least two times each year or more frequently as needed.
3. Matters of overlapping concern or jurisdiction should be discussed by the CPG before being advanced for legislative approval by the ~~C~~ounty or ~~M~~municipalities.

4.2 Procedures for Adopting or Amending Countywide Planning Policies

1. The ~~CPPs~~ ~~Countywide Planning Policies~~ shall be reviewed, updated, or amended as needed during the periodic update and review cycle required by RCW 36.70A.130, provided that any amendments or updates are consistent with the requirements of the GMA.
2. Amendments to the ~~CPPs~~ ~~Countywide Planning Policies~~ may be made outside of the normal periodic update cycle if necessary to address unforeseen or unanticipated events which must be addressed prior to the next periodic update cycle. In such instances, revisions may be proposed by a ~~M~~municipality or the ~~C~~ounty and should be drafted jointly by the CPG prior to being advanced to the legislative bodies representing Coupeville, Island County, Langley, and Oak Harbor.
3. At least two years before the periodic review deadline established by RCW 36.70A.130 the CPG shall begin a series of meetings to discuss planning issues of countywide importance that may affect the periodic updates of the ~~M~~municipalities or the ~~C~~ounty.
4. If necessary amendments or updates are identified during the CPG meetings they shall be forwarded to the BOCC for consideration. If the BOCC makes a decision to adopt the proposed revisions, they shall only become effective when ratified by the majority of legislative bodies representing Coupeville, Island County, Langley, and Oak Harbor.

4.3 Population Projections and Land Capacity Analysis

1. As part of the periodic review process required by RCW 36.70A.130, the CPG shall review, and if necessary, revise the 20 year population projection. The ~~C~~ounty should lead this effort in cooperation with the ~~M~~municipalities.
2. In reviewing the 20 year population projection, the CPG shall utilize the medium series projection range issued by ~~the Washington State Office of Financial Management (OFM)~~ as a base, or starting point. The CPG shall then analyze the assumptions used in the development of OFM's forecasting model. In those

instances where OFM's assumptions differ from locally observed conditions or trends, adjustments ~~shall~~ may be made to the medium series projection.

- a. When a mid-cycle evaluation is requested, or if the CPG deviates from the OFM medium projection, in addition to other relevant data, the following will be re-evaluated to ensure that ~~C~~county population projections and/or allocations are still valid and correct.
 - i. Migration factors (including commuter patterns, retirees, and county job growth);
 - ii. Building permits for new construction compared to projected population growth;
 - iii. Growth locations and densities (permit data); and
 - iv. Project impacts, if expansion evaluation is pursuant to 3.3.3 (c) or (d).
3. Once a general consensus has been reached by the members of the CPG, the CPG's population projection recommendation shall be forwarded to the Island County Planning Commission and the ~~Board of Island County Commissioners (BOCC)~~ for consideration. Based on the Planning Commission's recommendation, the BOCC shall either adopt the 20 year population projection developed by the CPG or refer the matter back to the CPG for further work.
4. BOCC adoption of a population projection shall include a resolution identifying the population projection to be used. The population projection decision shall only become final when ratified by the majority of legislative bodies representing Coupeville, Island County, Langley, and Oak Harbor.
5. After the ~~BOCC population projection has been ratified~~ has adopted a population projection, the CPG shall develop a plan for allocating the projected population growth to each jurisdiction of Island County's Planning Areas. This regional allocation process should meet the requirements of RCW 36.70A.020 and be based on jobs, infrastructure, services, past growth trends, demographic characteristics, economic conditions, and housing market data. See Appendix B for more details on regional allocations.
- ~~6. After the regional allocation process described above is completed, the CPG shall divide each regional allocation into an urban component and a rural component; the urban component of each regional allocation shall then be assigned to the UGAs.~~
67. For each UGA, a land capacity analysis shall be performed to determine if the UGA has sufficient capacity, with reasonable market factors in accordance with procedures provided in Appendix A, to accommodate the projected growth in population and jobs. The land capacity analysis should be conducted by the jurisdiction responsible for the UGA and shall utilize the procedures described in Appendix A.

78. If, based on the results of the land capacity analysis described above, it is determined that a UGA does not have sufficient capacity to accommodate 20 years of population and job growth, the UGA may be expanded as necessary to accommodate the anticipated growth, provided that any proposed expansion shall be consistent with the applicable criteria contained in section 3.3 of these policies.

89. If, based on the results of the land capacity analysis described above, it is determined that a UGA has significantly more capacity than is required to accommodate 20 years of population and job growth, the UGA may be reduced in size if requested by the jurisdiction responsible for the UGA, or if otherwise required to comply necessary to comply with the GMA Growth Management Act, provided that any proposed reduction shall be consistent with the applicable criteria enumerated in section 3.3.

4.4 Monitoring and Reporting Procedures

1. In order to facilitate future analysis, the County and Mmunicipalities will maintain development records which include:
 - a. The number of housing units permitted and constructed annually. This information shall be collected and maintained in a manner which makes it possible to differentiate between new “additional” units and replacement units.
 - b. The number of land divisions approved, the size of the parcel divided, the number of new or additional lots created through each division, the gross and net density achieved by each division, and the quantity of land used for public purposes within each division.
 - c. The number of multi-family development projects approved, the number of units contained within each development, the gross and net density achieved by each development, and the maximum density permitted in the zone where each project is located.
 - d. The square footage of new commercial or industrial buildings permitted and constructed. This information should be collected and maintained so that it is possible to calculate the floor area or site coverage ratios of each development.
2. The data described above should be provided to Island County Planning Department by the end of January each year for the purpose of maintaining an accurate buildable lands inventory. Following the receipt of this information the County ~~should~~ may produce an annual report summarizing development trends in Island County and distribute this report to the Mmunicipalities and Sspecial Service Districts as appropriate.
3. GIS data should be provided to Island County by the end of January each year to reflect any changes made to Mmunicipal land use or zoning maps. Additionally, Island County should provide updated parcel information to the Mmunicipalities.

5. Fiscal Impact Statement

It is the opinion of the County and Mmunicipalities that the CPPs ~~Countywide Planning Policies~~, in themselves, have no fiscal impact and are an agreed upon method of guiding the planning activities required by the GMA ~~Growth Management Act~~. As the GMA ~~Growth Management Act~~ and these policies are implemented to their maximum extent, County Government may lose some tax base needed to operate essential services which serve both the County and Mmunicipalities. To compensate for this, legislation may be required to provide tax base sharing. Neither the fiscal impacts of implementing the GMA ~~Growth Management Act~~ itself, nor the development of land use plans and Development Regulations necessary to implement the GMA, are addressed herein.

Countywide Planning Policies

Appendix A: Buildable Lands Procedures

1. DEFINITIONS

1. **Critical Areas:** Mapped and verified streams, wetlands, lakes, ponds, [frequently flooded areas](#), [fish and wildlife habitat conservation areas](#), steep slopes, and geologically hazardous areas, and their maximum associated buffers.
2. **Critical Area Constraint Factor (CF):** A number representing the percentage of land (specific to each area analyzed) which is presumed to be constrained by critical areas, and therefore less likely to be available for development.
3. **Development Potential (DP), Non-Residential & Multi-Family Residential:** The number of acres available for non-residential and multi-family residential development in each industrial, commercial, mixed use, and multi-family zone. In this analysis, [development potential DP](#) is used as a subtotal to express the gross capacity of vacant or re-developable parcels before the ~~T~~_{total} [development potential](#) ~~Development Potential~~ is calculated.
4. **Development Potential (DP), Single-Family Residential:** The potential number of lots or dwelling units which can be created by dividing or developing vacant or partially vacant parcels in zones which permit single-family residential development. In this analysis, [development potential DP](#) is used as a subtotal to express the gross capacity of vacant or partially vacant parcels before the ~~T~~_{total} [development potential](#) ~~Development Potential~~ is calculated.
5. **Low Probability for Development (LPD):** Parcels which are not likely to be available for development because they are owned by a charitable organization, institution, or governmental entity. [Low probability development PD](#) parcels shall be identified based on Assessor's parcel data. Parcels which are tax exempt based on Assessor's parcel data shall be considered [low probability development](#) ~~LPD~~ parcels. Parcels with an easement that restricts future development shall also be considered [low probability development](#) ~~LPD~~ parcels.
6. **Partially Vacant Parcel (PVP):** A partially vacant parcel is a parcel which contains an existing dwelling unit but which is large enough to be divided.
7. **Public Purpose Land (PPL):** Includes land required for such things as streets, drainage facilities, and parks/open space.
8. **Re-Developable Parcel (RP):** A parcel zoned for non-residential uses or multi-family residential uses that has the potential to be redeveloped and used more intensively.
9. **Total Development Potential, Non-Residential & Multi-Family Residential (TDP):** The total gross quantity of land available for multi-family or non-residential development before land is subtracted to account for public purposes and critical areas.

10. **Total Development Potential, Single-Family Residential (TDP):** The total gross number of lots or dwelling units which could be created by dividing and/or developing all vacant and partially vacant parcels available for single-family development before land is subtracted to account for public purposes and critical areas.
11. **Total Net Capacity (TNC):** The total net capacity of each single-family, multi-family, industrial, commercial, and mixed use zone after land is subtracted for public purposes and critical areas. Total **Net Capacity** is expressed in acres for multi-family and non-residential zones, and dwelling units or lots for single-family zones.
12. **13. Vacant Parcel (VP):** A parcel which is either vacant or has an improved value of less than \$4,000 based on Assessor's parcel data. Parcels which contain a mobile or manufacture home shall not be considered vacant even if they have an improved value of less than \$4,000.
- 13.14.** When the term **value** is used in this document it shall mean the assessed value identified in the Island County Assessor's **D**atabase.
- 14.15.** When the term **BOCC** is used in this document it shall mean the Board of Island County Commissioners.

2. ASSUMPTIONS:

- 1. Affordable Housing:** Within all areas, identify buildable lands to accommodate all income levels as defined by the State. The State defines the income brackets as percentages of the area median income, separated as follows: 0-30% non-permanent supportive housing, 0-30% permanent supportive housing, 30-50%, 50-80%, 80-100%, 100-120%, greater than 120%, and emergency housing.
- 2.4. Employment Density:** For commercial and industrial lands the following assumptions should be used:
- a. Commercial, UGA: 17 employees per acre
 - b. Industrial: 8 employees per acres
- 3.2. Public Land:** In RAIDs and UGAs, 15% of available land will be needed for public purposes.
- 4.3. Re-Development Factor:** It is assumed that 50% of multi-family, commercial, and industrial parcels with an improvement to land value of less than 1:2 will be available for redevelopment during the planning period (20 years from the date of the most recent periodic update).
- 5.4. Household Size (or Persons per Household):** An average household size will be used for each area analyzed based on census data.
- 6.5. Partially Vacant Parcels:** Due to the smaller minimum lot sizes typically allowed within **U**rban **G**rowth **B**oundaries, it is not always practical to assume a parcel that is twice the minimum lot size will be able to subdivide due to the orientation

of an existing structure on the property. To account for this, a defined percentage of parcels between 2 and ~~3.5~~ 4 times the minimum lot size in the zone should be deducted based on a sliding scale. Parcels located in ~~R~~ural ~~A~~reas shall be considered partially vacant if they are at least twice the minimum lot size required by the zone in which they are located.

Criteria	Adjustment Factor
2-2.5 times the minimum lot size	75 90%
2.6-3 times the minimum lot size	50 75%
3.1- 4 3.5 times the minimum lot size	25%
> 3.5 4 times the minimum lot size	15 0%

76. **Rural Capacity Deficiencies:** If there is a capacity deficiency identified in the rural area of any one of the ~~P~~lanning ~~A~~reas, the allocated population or jobs which are represented by that deficiency will be allocated to the UGA(s) within that ~~P~~lanning ~~A~~area. If more than one UGA exists within that ~~P~~lanning ~~A~~area, the population or jobs will be allocated in accordance with the same percentage of allocation used in the ~~R~~egional ~~A~~allocation process.

87. **Seasonal/Recreational (~~SR~~) adjustment factor:** Some dwelling units will not be available for residential occupancy, as they are used for short term rentals (e.g. VRBOs), second homes, etc. A seasonal/recreational ~~SR~~ factor will be based on the most current census data, but may be refined using local data.

98. **Vacancy Rate (~~VR~~) adjustment factor:** A reasonable factor for vacant units will be based on the most current census data, but may be refined using local data.

109. **Vacant Parcels (~~VP~~) adjustment factor:** To account for vacant parcels ~~VPs~~ that will not fully develop to the maximum density allowed over the next planning period, the capacity calculation for vacant parcels ~~VPs~~ will be reduced by a 10% adjustment factor.

3. RURAL ANALYSIS STEPS:

1. Identify all parcels within a RAID or UGA and exclude these parcels from further analysis.
2. Determine the critical area constraint factor for rural areas by combining all critical area GIS layers, calculating the number of acres constrained by critical areas within rural areas. The result is a critical area constraint factor for the rural area.

23. Separate parcels by zoning category and identify lands zoned park/open space, special review district, airport, or any other designation which does not allow for residential development. These parcels should be excluded from further analysis.
34. For each zoning designation, identify all ~~L~~ow ~~P~~robability for ~~D~~evelopment (~~LPD~~) based on tax classification. Parcels which are publicly owned or tax exempt (parks, schools, churches, etc.) should be considered low probability development LPD and excluded from further analysis.
45. For each zoning designation, calculate the development potential of all vacant parcels (~~VP~~). The development potential of vacant parcels is determined by dividing the parcel area required by the minimum lot size allowed in the zone, and rounding down, and applying the ~~V~~acant ~~P~~arcels (~~VP~~) adjustment factor. For example, a 17 acre parcel in the ~~R~~ural zone could be divided into three five acre parcels ($17/5 = 3.4$) and accommodate three dwelling units.
56. For each zoning designation calculate the development potential of all partially vacant parcels (~~PVP~~) by dividing the parcel area by the minimum lot size, rounding down and subtracting one to account for the existing dwelling unit. For example, a 17 acre parcel in the ~~R~~ural zone with an existing home on it could be divided into three five acre parcels and two *additional* homes could be constructed on the resulting parcels. $[(17/5 = 3.4) - 1 = 2.4]$. Additionally, identify all the parcels that fall within are 2 ~~and to~~ 3.5 times the minimum lot size or greater; discount a portion of these based on the sliding scale below provided in Section 2.5.
67. For each zoning designation determine the total development potential (~~TDP~~) by adding the results from steps four and five together. This step allows the total build-out capacity for each, non-RAID, rural zoning designation to be determined (in dwelling units).
78. As a final step, add the resulting total development potential TDP figures for each zoning designation together to determine the total development potential for areas outside of RAIDs and UGAs. Apply the critical area constraint factor and the ~~S~~easonal/~~R~~ecreational ~~SR~~) adjustment factor to determine an appropriate amount of land to deduct from the development potential. This step will allow the ~~T~~otal ~~N~~et ~~C~~apacity (~~TNC~~) of the rural area (excluding RAIDs) to be determined (in number of dwelling units).
89. In order to determine the number of people that can be accommodated, the dwelling unit totals from steps six or seven can be multiplied by the average household size, with the ~~V~~acancy ~~R~~ate (~~VR~~) adjustment factor applied. The average household size should be determined using the most recent census data available.

4. RAID ANALYSIS STEPS:

4.1 General Steps

1. Identify all parcels which are either located within a UGA or outside of a RAID. Exclude these parcels from further analysis.
2. For each zoning designation, identify all ~~L~~ow ~~P~~robability for ~~D~~evelopment (~~LPD~~) based on tax classification. Parcels which are publicly owned or tax exempt (parks, schools, churches etc.) should be considered low probability for development ~~LPD~~ and excluded from further analysis.
3. Separate residential RAIDs from non-residential RAIDs by zoning designation. Residential RAID parcels should be analyzed separately from non-residential RAID parcels as described below.
4. Determine the critical area constraint factor for each RAID by combining all critical area GIS layers, calculating the number of acres constrained by critical areas within each RAID. The result is a critical area constraint factor for each RAID.

4.2 Determining the Capacity of Single Family Residential RAID Zones

1. For each residential RAID zoning designation calculate the development potential of all vacant parcels (~~VP~~). The development potential of vacant parcels is determined by dividing the parcel area by the minimum lot size allowed in the zone, and rounding down, and applying the ~~V~~vacant ~~P~~arcel (~~VP~~) adjustment factor.
2. For each residential RAID zoning designation calculate the development potential of all partially vacant parcels (~~PVP~~). For purposes of this analysis, a partially vacant parcel is a parcel that is at least two times as large as the minimum lot size allowed by the zone. Calculate the development potential of all partially vacant parcels (~~PVP~~) by dividing the parcel area by the minimum lot size allowed in the zone and rounding down and subtracting one in order to account for the existing dwelling unit. Additionally, identify all the parcels that fall within are 2 ~~and to~~ 3.5 times the minimum lot size or greater; discount a portion of these based on the sliding scale below provided in Section 2.5.
3. For each residential RAID zoning designation determine the total development potential (~~TDP~~) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally, apply the critical area constraint factor and the ~~S~~easonal/~~R~~ecreational (~~SR~~) adjustment factor to determine an appropriate amount of land to deduct from the development potential. This step allows the total net capacity (~~TNC~~) for each residential RAID zoning designation to be determined (in dwelling units).
4. Add the resulting total net capacity ~~TNC~~ figures for each residential RAID zoning designation together to determine the total development potential for all residential RAID zones. This step will allow the total combined net capacity of residential RAID zones to be determined (in number dwelling units).

5. In order to determine the number of people which can be accommodated, the dwelling unit totals from steps three or four can be multiplied by the average household size, with the ~~V~~vacancy ~~R~~ate (~~VR~~) adjustment factor applied. The average household size should be determined using the most recent census data available.

4.3 Determining the Capacity of Multi-Family & Mixed-Use Residential RAID Zones

See Section 5.3, UGA Multi-Family and Mixed-Use Residential instructions.

4.4 Determining Capacity of Non-Residential RAID Zones

1. For each non-residential RAID zoning designation identify all vacant parcels (~~VP~~). Once all of the vacant parcels have been identified, calculate the total combined acreage of these parcels. The resulting number is the non-residential development potential of all vacant parcels (in acres) for each non-residential RAID zoning designation.
2. For each non-residential RAID zoning designation identify all re-developable parcels (~~RP~~). A parcel should be considered re-developable if the parcel data indicates that the improvement value to land value ratio is less than 1:2. Once all of the re-developable parcels have been identified, calculate the total combined acreage of these parcels. The resulting number is the non-residential development potential of all re-developable parcels (in acres) for each non-residential RAID zoning designation. As a final step, deduct 50% in order to account for the re-development factor.
3. For each non-residential RAID zoning designation determine the total development potential (~~TDP~~) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally apply the critical area constraint factor and deduct an appropriate amount of land. This step allows the ~~T~~total ~~N~~et ~~C~~apacity (~~TNC~~) for each non-residential RAID zoning designation to be determined (in acres).
4. Add the resulting total net capacity ~~TNC~~ figures for each non-residential RAID zoning designation together to determine the total development potential for all non-residential RAID zones. This step will allow the total combined build-out capacity of non-residential RAID zones to be determined (in acres).
5. In order to determine the number of jobs which can be accommodated in ~~N~~on-~~R~~esidential RAID zones, the acreage totals from step four can be multiplied by the average industrial and commercial employment densities.

5. UGA ANALYSIS STEPS:

5.1 General Steps

1. Sort parcels by zoning or comprehensive plan designation using Assessor's parcel data and/or any other applicable information. ~~Zoning or comprehensive plan designation should be obtained from the jurisdiction to ensure the accuracy of information before beginning the analysis.~~
2. For each UGA, identify all the Low Probability for Development (LPD) parcels in each zoning designation. LPD Low probability for development parcels should include land which is tax exempt (parks, schools, churches, and public facilities). Parcels, located in developed tracts, used for stormwater drainage and landscaping should be identified and removed from the analysis. These parcels typically are a requirement of the site plan and are not available for redevelopment. Remove all condominiums and gas stations from the results. Condominiums may show up in the results due to the relatively low improvement to land value of any one unit, however, the aggregate improvement to land value generally makes condominiums unlikely to redevelopment. Gas stations often have a low improvement to property value because they generally have very limited facilities and expensive real estate; however, they are highly unlikely to redevelop. These parcels should be excluded from further analysis.
3. For each UGA, compile all available critical area mapping information and merge these layers into a single layer to determine the total quantity of constrained acreage in each zoning designation. Calculate the percentage of land area within each UGA that is constrained by critical areas by comparing number of acres constrained by critical areas to the total number of acres in each UGA. This calculation will result in a critical area constraint factor for each UGA.
4. Based on available zoning or comprehensive plan information, sort all parcels into ~~four~~ the following groups ~~as follows~~: (a) parcels zoned for single family home development (freestanding homes, townhomes, or other forms of individual lot development); (b) parcels zoned for multi-family or mixed-use residential development (apartments, condominiums, mobile home parks, and other forms of multi-unit per parcel development); (c) commercial and mixed-use commercial zones; and (d) industrial zones. For each of the following groups, describe how housing at each income level will be accommodated (i.e., moderate-, low-, very low-, and extremely low-income households). Each of these groups should then be analyzed separately as described below.

5.2 UGA Capacity - Single Family Zones

1. For each single-family zoning designation calculate the development potential of all vacant parcels (VP). The development potential of vacant parcels is determined by dividing the parcel area by the minimum lot size allowed in the zone, rounding down, and applying the Vacant Parcel (VP) adjustment factor. When Planning Policies or Development Regulations specify both a minimum and maximum density, both should be calculated to produce a range. Developments since the adoption of the most recent Development Regulations should be used to select the most likely density for expected development to achieve within this potential range.

2. For each single-family zoning designation calculate the development potential of all partially vacant parcels (~~PVP~~). For purposes of this analysis, a partially vacant parcel is a parcel that is at least two times as large as the minimum lot size allowed by the zone. Calculate the development potential of all partially vacant parcels (~~PVP~~) by dividing the parcel area by the minimum lot size allowed in the zone and rounding down and subtracting one in order to account for the existing dwelling unit. When ~~P~~planning ~~P~~olicies or ~~D~~evelopment ~~R~~egulations specify both a minimum and maximum density, both should be calculated to produce a range. Additionally, identify all the parcels that fall are 2 times the minimum lot size or greater; discount a portion of these based on the sliding scale provided in Section 2.5.
3. For each single-family zoning designation determine the total development potential (~~TDP~~) by adding the results of steps one and two together. Next, determine the amount of land needed for public purposes and deduct this percentage from the total development potential ~~TDP~~. Finally, apply the critical area constraint factor for the UGA and the ~~S~~seasonal/~~R~~ecreational (~~SR~~) adjustment factor to determine an appropriate amount of land to deduct from the development potential. This step allows the ~~T~~total ~~N~~et ~~C~~apacity (~~TNG~~) for each single-family zoning designation in the UGA to be determined (in dwelling units).
4. Add the resulting total net capacity ~~TNG~~ figures for each residential single-family zoning designation in the UGA together to determine the total development potential for all single-family zones in the UGA. The result of this step will be the total combined capacity of all single-family zones in the UGA (in number dwelling units).
5. In order to determine the number of people that can be accommodated in the UGA's, single-family zones the dwelling unit totals from steps three or four can be multiplied by the average household size, with the ~~V~~vacancy ~~R~~ate (~~VR~~) adjustment factor applied. The average household size should be determined using the most recent census data available.

5.3 UGA Capacity – Multi-Family and Mixed-Use Residential Zones*

*Also used for RAID Capacity – Multi-Family and Mixed-Use Zones

1. Identify all vacant parcels zoned for multi-family and mixed-use residential development. Determine the development potential of these parcels by multiplying the acreage of the parcels by the density permitted in the zone and applying the ~~V~~vacant ~~P~~arcel (~~VP~~) adjustment factor. For zones with both a minimum and a maximum density, calculate the development potential at both the minimum allowed density and the maximum permitted density. Developments since the adoption of the most recent ~~D~~evelopment ~~R~~egulations should be used to select the most likely density for expected development to achieve within this potential range.
2. For all areas designated for multi-family and mixed-use residential identify the parcels which can be redeveloped. In order to be re-developable, a parcel should

have an improvement to land value ratio of less than 1:2. Determine the development potential of these parcels by multiplying the acreage of the parcels by the density permitted in the zone. As a final step, deduct 50% in order to account for the redevelopment factor. For zones with both a minimum and a maximum density calculate the development potential at both the minimum allowed density and the maximum permitted density.

3. For each multi-family and mixed-use residential zoning designation determine the total development potential (~~TDP~~) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally, apply the critical area constraint factor for the UGA and the ~~S~~seasonal/~~R~~recreational (~~SR~~) adjustment factor to determine an appropriate amount of land to deduct from the development potential. This step allows the ~~T~~total ~~N~~et ~~C~~apacity (~~TNC~~) for each multi-family and mixed-use residential zoning designation in the UGA to be determined (in dwelling units).
4. Add the resulting total net capacity ~~TNC~~ figures for each multi-family and mixed-use residential zoning designation in the UGA together to determine the total development potential for all multi-family and mixed-use residential zones in the UGA. The result of this step will be the total combined capacity of all multi-family and mixed-use residential zones in the UGA (in dwelling units).
5. In order to determine the number of people that can be accommodated in the UGA's multi-family and mixed-use residential zones, the dwelling unit totals from steps three or four can be multiplied by the average household size, with the ~~V~~vacancy ~~R~~ate (~~VR~~) adjustment factor applied. The average household size should be determined using the most recent census data available.

5.4 UGA Capacity – Commercial & Mixed-Use Commercial Zones

1. For each commercial or mixed-use commercial UGA zoning designation identify all vacant parcels (~~VP~~). Once all of the vacant parcels have been identified, calculate the total combined acreage of these parcels. The resulting number is the commercial and mixed-use commercial development potential of all vacant parcels (in acres) for each non-residential commercial and mixed use zoning designation.
2. For each commercial or mixed-use commercial UGA designation identify all re-developable parcels (~~RP~~). A parcel should be considered re-developable if the parcel data indicates that the improvement value to land value ratio is less than 1:2. Once all of the re-developable parcels have been identified, calculate the total combined acreage of these parcels. As a final step, deduct 50% in order to account for the redevelopment factor. The result is the development potential of all re-developable parcels (in acres) for each commercial or mixed-use commercial UGA zoning designation.
3. For each commercial or mixed-use commercial UGA zoning designation determine the total development potential (~~TDP~~) by adding the results of steps

one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally apply the critical area constraint factor and deduct an appropriate amount of land. This step allows the total net capacity for each commercial or mixed-use commercial UGA zoning designation to be determined (in acres).

4. Add the resulting total net capacity ~~TNC~~ figures for each commercial or mixed-use commercial UGA zoning designation together to determine the total development potential for all commercial or mixed use UGA zones. This step will allow the total combined build-out capacity of commercial or mixed-use commercial UGA zones to be determined (in acres).
5. In order to determine the number of jobs which can be accommodated in commercial or mixed-use commercial UGA, the acreage totals from steps three or four can be multiplied by the average commercial employment density.

5.5 UGA Capacity – Industrial Zones

1. For each industrial UGA zoning designation identify all vacant parcels (~~VP~~). Once all of the vacant parcels have been identified, calculate the total combined acreage of these parcels. The resulting number is the development potential of all vacant parcels (in acres) for each industrial UGA zoning designation.
2. For each industrial UGA designation identify all re-developable parcels (~~RP~~). A parcel should be considered re-developable if the parcel data indicates that the improvement value to land value ratio is less than 1:2. Once all of the re-developable parcels have been identified, calculate the total combined acreage of these parcels. As a final step, deduct 50% in order to account for the redevelopment factor. The result is the development potential of all re-developable parcels (in acres) for each industrial UGA zoning designation.
3. For each industrial UGA zoning designation determine the total development potential (~~TDP~~) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally apply the critical area constraint factor and deduct an appropriate amount of land. This step allows the ~~T~~total ~~N~~net ~~C~~capacity (~~TNC~~) for each industrial UGA zoning designation to be determined (in acres).
4. Add the resulting total net capacity ~~TNC~~ figures for each industrial UGA zoning designation together to determine the total development potential for all industrial UGA zones. This step will allow the total combined build-out capacity of industrial UGA zones to be determined (in acres).
5. In order to determine the number of jobs which can be accommodated in commercial or mixed use UGA, the acreage totals from steps three or four can be multiplied by the average industrial employment density.

Countywide Planning Policies

Appendix B: Housing Allocation Methodology

Background

In 2021, House Bill 1220 amended the GMA and changed how housing is allocated during the comprehensive plan update process. The guidance shifted from encouraging affordable housing, to mandating that jurisdictions plan for and accommodate housing affordable to all income levels.

These changes prompted Island County's CPG to revisit how housing is allocated in the CPPs and develop a new process for allocating housing to jurisdictions that meets the requirements in RCW 36.70A.

Assumptions

The past housing methodology for Island County allocated growth to four sub areas and then further divided the growth in each of the subareas, largely according to past population growth trends.

In developing a new methodology, the following assumptions were utilized:

- Following the spirit of the GMA, growth should be prioritized in urban areas where jobs, infrastructure, and services exist to support diverse housing types.
- Each jurisdiction should accommodate an equitable allocation of new housing for each income level (i.e., moderate income, low income, very low income, extremely low income, permanent supportive housing, and emergency housing).
- Housing should no longer be divided by sub area first (i.e., north, central, and south Whidbey, and Camano) and instead shall be allocated directly by jurisdiction including Unincorporated Island County, Oak Harbor, Coupeville, and Langley.
- Unincorporated Island County's share of the population and housing allocations will subsequently be divided between the Freeland NMUGA, RAIDs, and other rural areas.
- No jurisdiction shall be unreasonably burdened by their housing allocation; therefore, no jurisdiction shall be assigned a housing allocation that increases their existing housing stock by more than 60 percent.
- Sewer extensions will be needed within all UGAs to support growth within a municipality. Similarly, septic or sewer improvements will be needed in many of the county's RAIDs and NMUGAs to support growth.

- Relevant data associated with NASWI should be considered in combination with data from the City of Oak Harbor, rather than unincorporated Island County, to accurately reflect patterns of residence, employment, and use of amenities.

Approach

The following steps were taken to arrive at percentage allocations for the jurisdictions:

- The OFM Medium population estimate was used as the basis for Island County's population growth and housing allocations.
- Census data on the quantity and location of jobs, specifically the Longitudinal Employer Household Dynamics (LEHD) dataset, was utilized to inform the baseline percentages for the countywide allocations.
 - LEHD 2019 data was used instead of the 2020 data due to impacts from the COVID-19 pandemic. More current data within this data set was not available as of November 2023.
- The following additional weights were created and applied to the baseline jobs percentages:
 - The LEHD 2019 Origin-Destination Employment Statistics (LODES) data was used in combination with data from the 2019 NASWI Military Personnel Housing Survey to determine the number of jobs in a jurisdiction. A flow ratio was then assigned to reflect the number of employed persons residing in the same jurisdiction.
 - Transportation accessibility was assessed using Washington State Department of Transportation (WSDOT) transit data paired with Island County parcel data. Transit routes were buffered 0.5 mile to generate a percentage of parcels that are reasonably serviced by transit. A buffer from routes instead of stops was used due to the offering of flag stops by Island Transit.
 - North America Industry Classification System (NAICS) employment data, specifically the LEHD 2019 Work Area Profile, "educational services" (NAICS 61), and "health care and social assistance" (NAICS 62) categories were selected and combined to represent social service locations in jurisdictions.
- The CPG agreed on the following weights to apply to the allocation methodology: 75% to Jobs, 10% to Transportation, 10% to Social Services, and 5% to Flow Ratio.
- A cap was applied to jurisdictions to avoid unreasonably burdening any jurisdiction with planning for extreme increases in housing and population during a single planning period (as referenced in the assumptions).
 - Coupeville's Cap: Using a recently completed Land Capacity Analysis (2022), the total housing allocation for Coupeville was reduced to reflect its location within Ebey's Landing National Historical Reserve as well as RCW 36.70.A.110(2), which states that "*In the case of urban growth areas*

contained totally within a national historical reserve, the city [town] may restrict densities, intensities, and forms of urban growth as determined to be necessary and appropriate to protect the physical, cultural, or historic integrity of the reserve.” The reserve presents unique constraints to new residential development for Coupeville, as it limits potential growth internally due the presence of historic resources, and externally, due to a mixture of critical areas and conservation easements. As a result, Coupeville is not well-positioned to accommodate significant growth beyond its recently completed Land Capacity Analysis and relies on a cap to maintain its unique built environment and surrounding natural resources.

- Langley’s Cap: The total growth allocated to Langley after the weighting was applied would have exceeded 60 percent of the 2020 existing housing; therefore, Langley’s allocation was capped to limit growth to 60 percent over the 20-year planning period.
- Final percentages for each jurisdiction were inputted into the Washington State Department of Commerce’s Housing for All Planning Tool (HAPT), utilizing Method A, to generate housing and affordability allocations for each jurisdiction. The CPG reviewed both methods (Method A and B) provided by Commerce and determined Method A was a better fit for our growth patterns and unique circumstances.

Included below are figures that represent the data and tools used to produce the allocations.

Figure 1 – Final Weights and Distributions

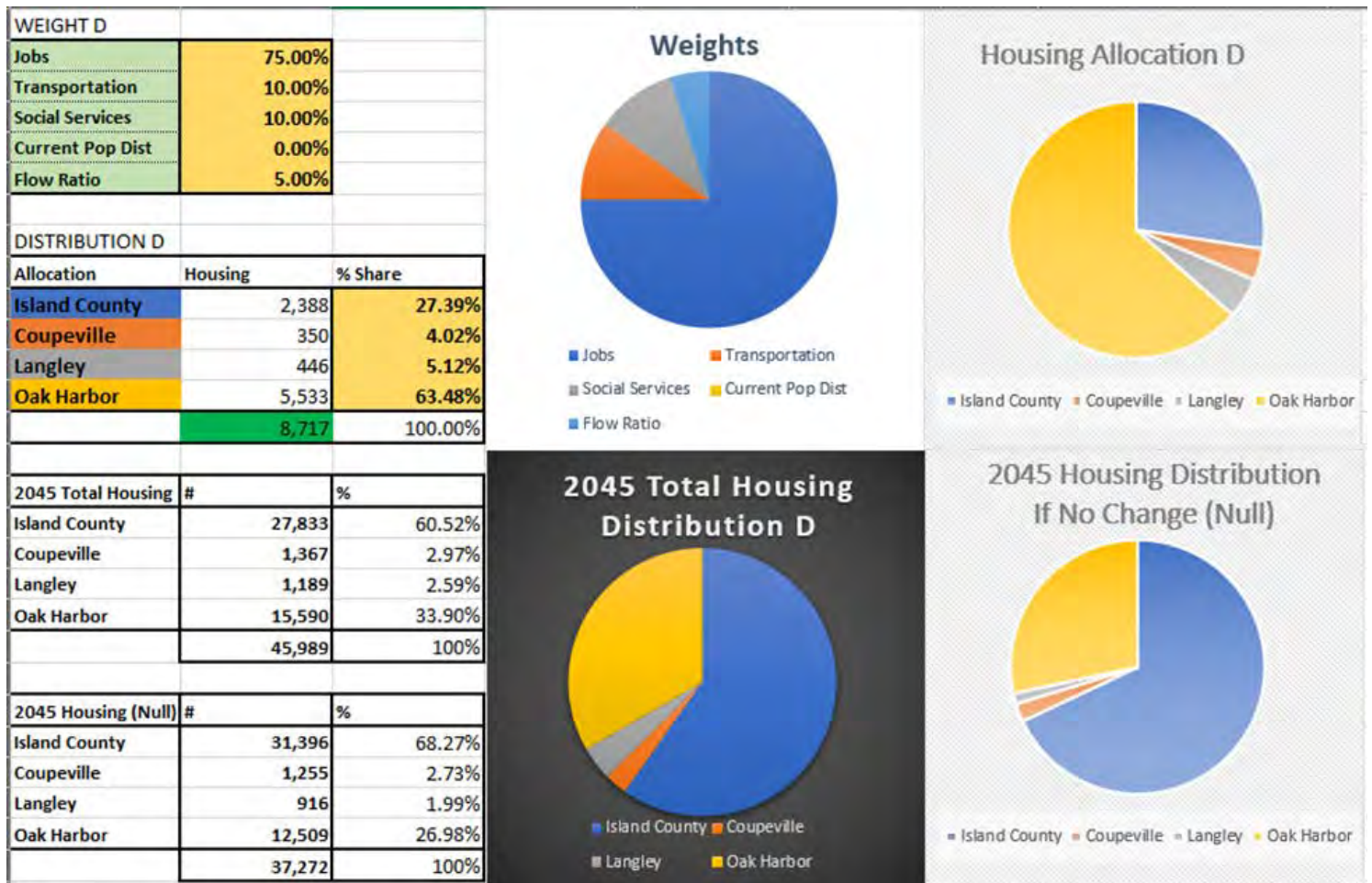


Figure 2 – Data Sets Used

Baseline job allocations	Share	Count		Transportation	Parcels Served	Total parcels	Share
Unincorporated Island County	24.28%	6,715		Unincorporated Island County	25,867	43,323	59.71%
- <i>Freeland</i>	4.77%	1,237		Coupeville	1,054	1,271	82.93%
- <i>Clinton</i>	0.88%	229		Oak Harbor	8,332	8,381	99.42%
Coupeville town	7.93%	2,057		Langley	876	913	95.95%
Langley city	2.27%	588					
Oak Harbor city	21.18%	5,497					
Oak Harbor + NAS Whidbey (estimated)	65.52%	16,597		Social Services	Jobs Count	Share	
- <i>NAS Whidbey</i>	42.76%	11,100		Unincorporated Island County	925	22.87%	
- <i>NAS Whidbey military personnel</i>	Added to Oak Harbor	9,000		Coupeville	1050	25.96%	
- <i>NAS Whidbey civilian contractors</i>	Added to Oak Harbor	2,100		Langley	81	2.00%	
				Oak Harbor	1988	49.16%	
Total	100%	25,957					
Flow Ratios	Outflow%	Inflow%	Retained%	Employed	Residing	Emp/res	
Oak Harbor	36.62%	37.82%	63.38%	16,597	16,927	98.05%	
Langley	92.65%	94.90%	7.35%	588	408	144.12%	
Coupeville	91.23%	95.10%	8.77%	2,057	1,140	180.44%	
Uninc. Island County	84.07%	44.84%	15.93%	6,305	21,837	28.50%	
- <i>Freeland</i>	87.10%	90.70%	12.90%	1,237	894	138.37%	
- <i>Clinton</i>	96.40%	93.90%	3.60%	229	385	59.48%	
- <i>Camano Island</i>	92.50%	51.20%	7.50%	1,163	7,577	15.35%	
Inter-Island County Total	52.28%	26.78%	47.42%	25,547	40,312	63.37%	

Figure 3 – Work Area Profile

Work Area Profile Report - 2019		Island County		Oak Harbor		Langley		Coupeville		Unincorporated Island County
Total All Jobs		Count	Share	Count	Share	Cou	Share	Cou	Share	
Total All Jobs		14,857	100.0%	5,497	100.0%	588	100.0%	2,057	100.0%	6,715
Jobs by NAICS Industry Sector		Count	Share	Count	Share	Cou	Share	Cou	Share	
Agriculture, Forestry, Fishing and Hunting		171	1.2%	0	0.0%	0	0.0%	7	0.3%	164
Mining, Quarrying, and Oil and Gas Extraction		13	0.1%	0	0.0%	0	0.0%	0	0.0%	13
Utilities		57	0.4%	5	0.1%	0	0.0%	15	0.7%	37
Construction		1,197	8.1%	226	4.1%	3	0.5%	28	1.4%	940
Manufacturing		797	5.4%	149	2.7%	1	0.2%	8	0.4%	639
Wholesale Trade		192	1.3%	32	0.6%	5	0.9%	13	0.6%	142
Retail Trade		1,978	13.3%	884	16.1%	68	11.6%	70	3.4%	956
Transportation and Warehousing		448	3.0%	129	2.3%	0	0.0%	0	0.0%	319
Information		162	1.1%	17	0.3%	7	1.2%	3	0.1%	135
Finance and Insurance		320	2.2%	161	2.9%	16	2.7%	32	1.6%	111
Real Estate and Rental and Leasing		333	2.2%	177	3.2%	6	1.0%	23	1.1%	127
Professional, Scientific, and Technical Services		696	4.7%	180	3.3%	32	5.4%	38	1.8%	446
Management of Companies and Enterprises		75	0.5%	62	1.1%	0	0.0%	0	0.0%	13
Administration & Support, Waste Management and Remediation Services		498	3.4%	121	2.2%	6	1.0%	12	0.6%	359
Educational Services		1,772	11.9%	1,167	21.2%	22	3.7%	152	7.4%	431
Health Care and Social Assistance		2,272	15.3%	821	14.9%	59	10.0%	898	43.7%	494
Arts, Entertainment, and Recreation		432	2.9%	127	2.3%	28	4.8%	9	0.4%	268
Accommodation and Food Services		1,947	13.1%	893	16.2%	289	49.1%	172	8.4%	593
Other Services (excluding Public Administration)		650	4.4%	194	3.5%	24	4.1%	33	1.6%	399
Public Administration		847	5.7%	152	2.8%	22	3.7%	544	26.4%	129
Health Care and Social Assistance		Count	Percent Share							
Unincorporated Island County		494	21.74%							
Coupeville		898	39.52%							
Langley		59	2.60%							
Oak Harbor		821	36.14%							
			100.00%							
Educational Services		Count	Percent Share							
Unincorporated Island County		431	24.32%							
Coupeville		152	8.58%							
Langley		22	1.24%							
Oak Harbor		1,167	65.86%							
			100.00%							
Combined Healthcare + Educational Services		Count	Percent Share							
Unincorporated Island County		925	22.87%							
Coupeville		1,050	25.96%							
Langley		81	2.00%							
Oak Harbor		1,988	49.16%							
			100.00%							

Figure 4 – Flow Ratio Table

ESTIMATES WITH EXTRAPOLATED NASWI DATA

Inter-county flows	Outflow (%)	Outflow (#)	Retained (%)	Retained (#)	Inflow (%)	Inflow (#)
Oak Harbor	23.67%	4,988	61.15%	11,939	34.06%	2,330
Coupeville	1.77%	374	3.92%	766	5.17%	354
Langley	1.10%	232	0.90%	176	1.17%	80
Uninc. Island County	73.46%	15,480	34.02%	6,643	59.60%	4,077
- <i>Freeland</i>	2.22%	468	2.18%	426	4.85%	332
- <i>Clinton</i>	1.12%	236	0.76%	149	0.99%	68
- <i>Camano Island</i>	32.70%	6,892	3.51%	685	1.43%	98
Island County Total	100%	21,074	100%	19,524	100%	6,841

Intra-county flows	Outflow (%)	Outflow (#)	Retained (%)	Retained (#)	Inflow (%)	Inflow (#)
Oak Harbor	13.98%	1,211	77.10%	11,098	56.45%	3,947
Coupeville	7.69%	666	0.70%	100	22.93%	1,603
Langley	1.64%	142	0.21%	30	6.84%	478
Uninc. Island County	77.52%	6,715	22.00%	3,167	13.79%	964*
- <i>Freeland</i>	--	311	--	115	--	790
- <i>Clinton</i>	--	135	--	14	--	147
- <i>Camano Island</i>	--	118	--	567	--	498
Island County Total	100%	8,662	100%	14,395	100%	6,992

Flow Ratios	Outflow%	Inflow%	Retained%	Employed	Residing	Emp/res
Oak Harbor	36.62%	37.82%	63.38%	16,597	16,927	98.05%
Langley	92.65%	94.9%	7.35%	588	408	144.12%
Coupeville	91.23%	95.1%	8.77%	2,057	1,140	180.44%
Uninc. Island County	84.07%	44.84%	15.93%	6,305	21,837	28.50%
- <i>Freeland</i>	87.1%	90.7%	12.9%	1,237	894	138.37%
- <i>Clinton</i>	96.4%	93.9%	3.6%	229	385	59.48%
- <i>Camano Island</i>	92.5%	51.2%	7.5%	1,163	7,577	15.35%
Inter-Island County Total	52.28%	26.78%	47.42%	25,547	40,312	63.37%

Extrapolated figures:

Residing on base: 1,458

Residing in Oak Harbor: 7,497

Residing in Coupeville: 472

Residing in Langley: 10

Residing outside of Island County: 2,071

[Figure 5 – Transportation Map](#)

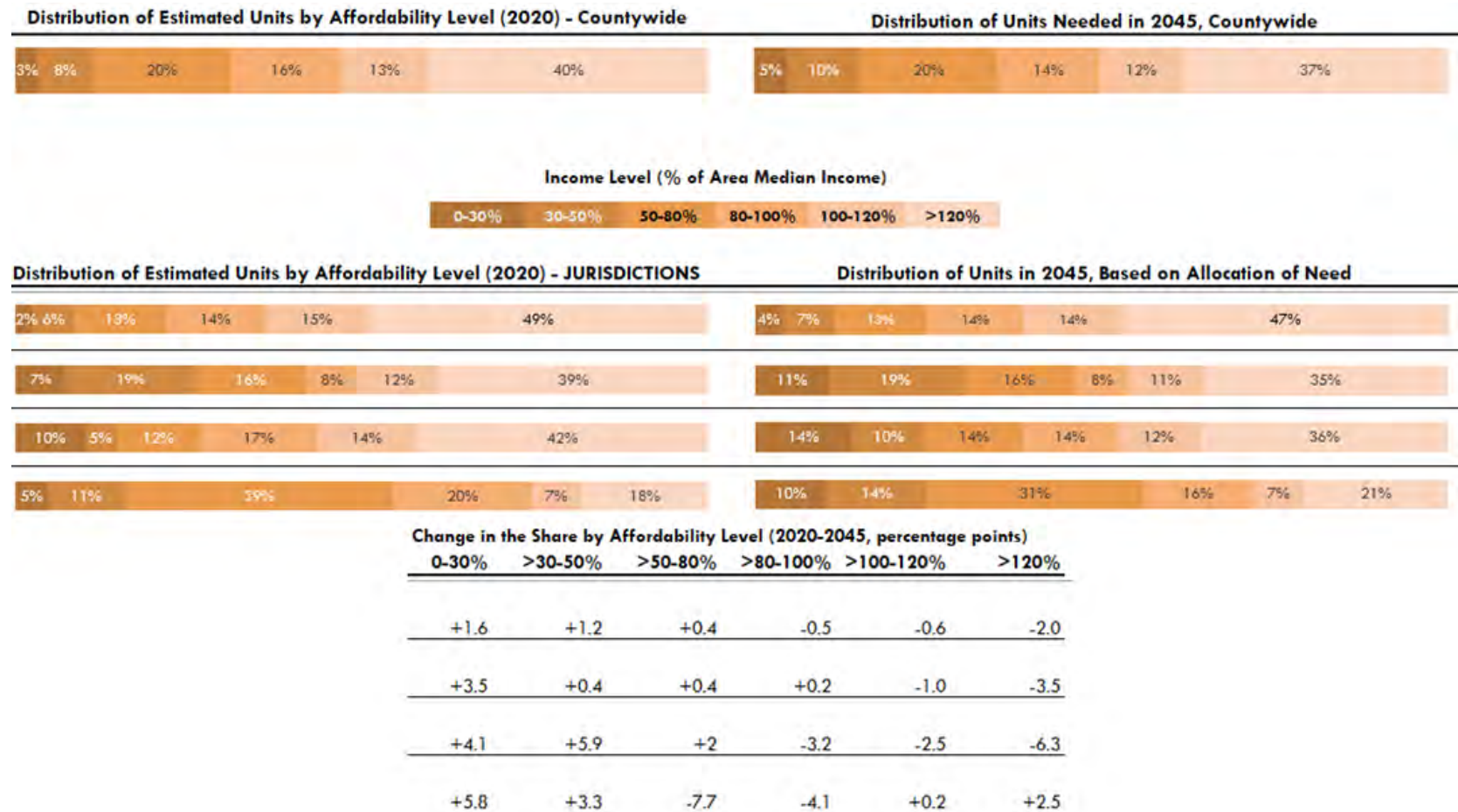
Island County Transit Service 1/2 mile from Route



Figure 6 – HAPT Allocations

Island County	Projection Year: 2045 Population Target = 102,639		Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
			Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%	
			Non-PSH	PSH							
User Input - % Share of County Population Growth. Values must sum to 100%	Countywide Estimated Housing Supply (2020)		37,272	1,210	18	2,915	7,479	5,878	4,734	15,038	116
	Countywide Additional Units Needed (2020-2045)		8,717	986	838	1,775	1,512	717	683	2,206	265
	Sum of Allocation to Jurisdictions (from User Inputs)		8,717	986	838	1,775	1,512	717	683	2,206	266
			100.00% Met Target	<-- Sum of user inputs for jurisdiction shares of county future net housing need. If below 100%, increase shares. If above 100%, decrease shares.							
* The location of 10 existing permanent supportive housing units within Island County is unknown. Therefore, they are not included in the jurisdiction table below.			Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
			Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%	
			Non-PSH	PSH *							
27.39 %	Unincorporated Island County	Estimated Housing Supply (2020)	25,445	598	8	1,580	3,311	3,676	3,788	12,484	28
		Allocation Method A (2020-2045)	2,388	270	230	486	414	196	187	604	73
4.02 %	Coupeville town	Estimated Housing Supply (2020)	1,017	73	0	191	162	77	118	396	0
		Allocation Method A (2020-2045)	350	40	34	71	61	29	27	89	11
5.12 %	Langley city	Estimated Housing Supply (2020)	743	74	0	34	90	125	107	313	21
		Allocation Method A (2020-2045)	446	50	43	91	77	37	35	113	14
63.47 %	Oak Harbor city	Estimated Housing Supply (2020)	10,057	465	0	1,110	3,916	2,000	721	1,845	67
		Allocation Method A (2020-2045)	5,533	626	532	1,127	960	455	434	1,400	168

Figure 7 – HAPT Income Distributions





Island County Planning and Community Development

Mary Engle, Director

Physical Address: 1 NE 6th St, Coupeville, WA 98239 Mailing Address: 1 NE 7th St, Coupeville, WA 98239

Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306

Email: PlanningDept@islandcountywa.gov | <https://www.islandcountywa.gov/207/Planning-Community-Development>

~ FINDINGS OF FACT ~

TO: Planning Commissioners
FROM: Emily Neff, Long Range Planner
DATE: November 15, 2023
SUBJECT: Findings of Fact – OFM Population Estimate

Summary

Island County has reviewed the twenty-year population estimates prepared by the Washington State Office of Financial Management (OFM). Island County and the municipalities within Island County must use the twenty-year population estimate to ensure that Urban Growth Area boundaries are adequately sized and support sufficient densities to allow for future urban growth. In 1998 Island County selected the OFM high population series; and in 2005 Island County selected a population projection at the midpoint between the high and medium series. Both projections overestimated actual population growth according to 2010 U.S. Census counts. In 2016, Island County selected a population projection between the medium and low estimate due to slower than anticipated growth. Since then, growth rates have increased and the 2021-22 estimates are at, and in some cases, above the 2036 projections.

Findings

1. In order to address the requirements of the Washington State Growth Management Act, Island County first adopted a Comprehensive Plan and development regulations in 1998.
2. The GMA requires counties and cities to periodically update their comprehensive plans and development regulations (RCW 36.70A.130(5)). Island County last completed a periodic update in 2016; and Island County must complete an update by June 30, 2025.
3. The Washington State Office of Financial Management (OFM) prepared a twenty-year growth management planning population projection for Island County in accordance with RCW 43.62.035.

4. Island County and the municipalities within the County are required to use the population projection prepared by OFM to provide an Urban Growth Area with densities sufficient to permit the urban growth that is projected to occur for the succeeding twenty-year period per RCW 36.70A.110(2). The town of Coupeville is not required to adjust its Urban Growth Area as it is contained totally within a National Historic Reserve and is exempt under RCW 36.70A.110(2).
5. The Countywide Planning Policies requires a hearing before the Planning Commission on the selection of a twenty-year population projection. Section 4.3 requires Island County to formally adopt a population figure through a resolution.
6. The Planning Commission has reviewed the research prepared by Planning & Community Development and believes that the recommended population of 102,639 (OFM Medium) for 2045 represents the most probable forecast based on past trends, as well as current economic, and demographic conditions.

Conclusion

The Island County Planning Commission has reviewed the research supporting a 2045 population estimate for Island County and hereby recommends that the Board of Island County Commissioners adopt a resolution stating that Island County Planning & Community Development will utilize a 2045 population estimate of 102,639 (OFM Medium) for the purposes of planning under the Washington State Growth Management Act.

Respectfully submitted through the Island County Planning Department to the Board of Island County Commissioners, pursuant to RCW 36.70.430, this 15 day of NOV, 2023 by,



Steve Schwalbe
Chair, Island County Planning Commission



ISLAND COUNTY PUBLIC WORKS

WORK SESSION AGENDA

MEETING DATE: 12/6/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Esco Bell, Director

Amount of time requested for agenda discussion. 35 minutes

DIVISION: County Roads

Agenda Item No.: 1

Subject: Potential Blanket Utility Code Discussion

Description: Blanket utility permits are used to issue permits for work in the right-of-way in a short time frame for certain types of work that are not likely to cause major disruptions to the public or create hazards which cannot be guarded against by moderate controls. Public Works has issued Blanket Utility Permits for an extended amount of time. This type of action should be supported by county code, but it is currently not covered.

Attachment: Memorandum

Request: *(Check boxes that apply)*

- | | |
|---------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input checked="" type="checkbox"/> Other: <u>Direction</u> |

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

(Continued on next page)

DIVISION: County Roads

Agenda Item No.: 2

Subject: Open Unopened Right-of-Way (ROW) Code Change Discussion

Description: The need for a Public Hearing as part of opening unopened ROW has been mentioned at a number of work sessions this year. There is not a state requirement for a public hearing, but it is currently in county code. Since we are discussing a possible change to this code section, the Board may be interested in other changes. The Opening Unopened County ROW code is attached with *(sometimes explanations following the titles)* in italics, and with RECOMMENDATION NOTES in all caps. We are seeking input on which sections the Board may be interested in updating, and any direction on those potential updates.

Attachment: Memorandum, ICC 12.05 Code Change Recommendation Areas

Request: *(Check boxes that apply)*

- | | |
|---------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input checked="" type="checkbox"/> Other: <u>Direction</u> |

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

(Continued on next page)

DIVISION: Not Applicable

Agenda Item No.: 3

Subject: 2024 – 2029 Capital Improvement Plan Amendment

Description: Amending the 2024 – 2029 Capital Improvement Plan with 6 updates, which are:

- (1) adding \$33,600 each year to line T-2 Facilities Department Program, in order to fully fund the actual cost of the Facilities Project Specialist position in REET 1;
- (2) adding \$150,000 for 2024 to line O-5 Facilities Department Program, for the Jail Assessment Study in REET 1;
- (3) adding \$21,301 for 2024 to line O-8 IT Department Capital Improvements Program for the Audio Upgrade for the Commissioner’s Hearing Room in Current Expense;
- (4) adding \$118,600 each year to line T-2 Facilities Department Program for an additional Facilities Project Specialist in REET 1;
- (5) changing the purchase of the Solid Waste compactor from 2025 to 2024 in line O-7;
- (6) adding \$135,000 each year to line T-3 Parks Maintenance to add 2 Parks Technicians in REET 2.

Attachment: Memorandum, 2024 - 2029 Capital Improvement Plan Amendment

Request: *(Check boxes that apply)*

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review: Complete

Budget Review: Complete

P.A. Review: Not Applicable



Island County Public Works

Esco Bell, P.E., Director

1 NE 7th Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

www.islandcountywa.gov

MEMORANDUM

Dec. 6, 2023

TO: BOCC

FROM: Connie Bowers / Public Works Director / County Engineer

RE: Blanket Utility Permit Code Discussion

Blanket utility permits (BUP) are used to issue permits in a short time frame for work in the right of way for certain types of work. These types of work are not likely to disrupt traffic, create traffic hazards, or warrant extended review.

Examples of BUP Activities	Island County
Installing utility services while disturbing no pavement	✓
Repairing service line connections within the graveled shoulder	✓
Routine utility line maintenance	✓
Pulling cable under road through existing pipe	✓
Extensive tree trimming / vegetation control for greater than 1,000'	✓

Work must comply with applicable code and follow standard conditions, including preservation of survey markers. These types of activities were reviewed with the planning department and would not require review or permits. There are times/locations however, where the permit would include the standard critical area conditions.

The Public Works department has been issuing BUPs, within 48 hours of request, for an extended amount of time. This type of action should be supported by county code but is currently not covered.

Typically, the utility and public works have an agreement that specifies the type of work that can be addressed under a BUP. The Utility pays the usual permit to work in the right of way fees on a quarterly basis.

If we move forward in developing code for blanket utility permits other areas that should be considered for inclusion are:

Activities that do not need a permit:

Examples of exempt / no permit needed, minor activities	Island County (proposed)
Inspection, repair, and maintenance of existing structures on the same location	✓
Spot tree trimming, vegetation control	✓
Aerial Service Connections	✓
Increase capacity of aerial facilities using existing poles	✓
Replace bad older poles at same location, up to 10 in-line	✓
Streetlamp Replacement	✓

As well as, how to address Emergency Permits, times when utilities must respond immediately, and a permit is issued after the event.

A right-of-way use permit shall not be required of franchised utilities when responding to emergencies that require work in the right-of-way, such as water or sewer main breaks, gas leaks, downed power lines, or similar emergencies; provided, that the department shall be notified by the responding utility verbally or in writing as soon as practicable following onset of an emergency. Nothing herein shall relieve a responding utility or city contractor from the requirement to obtain a right-of-way use permit after beginning emergency work in the right-of-way.

I



Island County Public Works

Esco Bell, P.E., Director

1 NE 7th Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

www.islandcountywa.gov

MEMORANDUM

Dec. 6, 2023

TO: BOCC

FROM: Connie Bowers / Public Works Director / County Engineer

RE: Open Unopened Right of Way (ROW) Code Change Discussion

During recent open of unopened ROW requests there has not been public attendance / input for most, if not all of the public hearings. This has prompted some discussion around the need for public hearings.

Public hearings are a formal process that come with some expense (notifications, postings, and time). Island County Code (ICC) 12.05 Procedure for Processing Private Requests to Open Previously Unopened County Rights-of Way requires a public hearing.

After some research it has been determined that there is not a state code regarding requests for opening unopened right of way.

Codes related to opening unopened rights of way at a few other agencies were reviewed in comparison with the Island County Code, and some recommendations were developed.

Attached is a copy of ICC 12.05 Procedure for Processing Private Requests to Open Previously Unopened County Rights-of Way, *(sometimes with explanations following the titles)*, and with RECOMMENDATION NOTES following each section.

All or none of the recommendations can be considered.

Next Steps:

Develop proposed code changes if / as directed by the Board

ICC 12.05 Code Change Recommendation Areas

ICC 12.05 Procedure for Processing Private Requests to Open Previously Unopened County Rights-of Way

12.05.010 – Application (*which roads this applies to – basically unopened County ROW*)

This chapter applies to unopened, dedicated streets or public ways lying within plats filed for record in Island County, and to any unopened, nonvacated county roads or rights-of-way lying outside of any recorded plat.

LEAVE AS IS

12.05.020 – Application for permit (purpose travel and use other than utility, application details, review by the Planning Department)

Any individual or corporation desiring to open and improve for travel and use (other than for utility purposes) any of those certain streets, public ways or rights-of-way (hereinafter referred to as "road")

The application for permit shall contain such data pertaining to surveys, type of construction, type of roadway, earth removal, water runoff, etc., as the engineer may require.

Said applications shall be referred to the Island County Planning Department for review and comment.

CONSIDER SEPARATE TRAIL PERMIT FOR ACCESS TO NOT MORE THAN TWO (COWLITZ or FOUR LOTS SKAGIT) LOTS OR UTILITY USE.

CONSIDER TEMPORARY USE PERMIT, UP TO 2 YEARS. HOW TO ADDRESS CROSSING AN UNOPENED ROW.

12.05.030 - Public notice and hearing (*at applicant's expense mailed notice to all property owners within 300' and publication of notice of hearing at least 10 days prior to the hearing*)

Upon the receipt of any such application, the county engineer shall cause to be published, at the applicant's expense, a notice of a proposed improvement, and shall further cause, at applicant's expense, all property owners within 330 feet of said road to be mailed notice of the application and of the public hearing to be held concerning said application. The published and mailed notices shall give at least ten (10) days' notice of a hearing to be held before the Board of County Commissioners pertaining to the proposed improvement. Mailings to the addresses and owners of record with

Island County as of the application date, or later date, shall be deemed to fulfill this requirement.

CONSIDER CHANGING THIS TO APPLICANT PROVIDES NOTIFICATION TO ADJACENT LANDOWNERS. A PERMIT APPLICANT SHALL PROVIDE CERTIFICATION THAT ALL OWNERS OF THE PROPERTY, ABUTTING ON EACH SIDE OF THE RIGHT-OF-WAY, HAVE BEEN CONTACTED. ANY OBJECTIONS OF SUCH PROPERTY OWNERS SHALL BE STATED ALONG WITH THE MANNER IN WHICH THE APPLICANT PROPOSES TO RESOLVE SAID OBJECTIONS.

12.05.040 County Commissioners' rulings (**Consider the needs of the applicant, the comments of adjoining property owners, the goals and policies of the Island County Comprehensive Plan, and any reports the Planning Department of County Engineer may submit**

If approved, the Commissioners will identify what conditions and need for performance bond, if any)

At the public hearing outlined in section 12.05.030, the Board of County Commissioners shall determine whether or not the applicant shall be allowed to proceed with the improvement and, if so, what conditions shall attach to the improvement, including the provision of performance bonds. In making such decision, the commissioners shall consider the needs of the applicant, the comments of the adjoining property owners, the goals and policies of the Island County Comprehensive Plan, and any reports the Planning Department and the county engineer may submit.

CONSIDER CHANGING THIS TO COUNTY ENGINEER APPROVES / DENIES.

Other Items:

CONSIDER REQUIRING DEDICATION TO STANDARD ROW WIDTH (OR OTHER), IF NOT PRESENT

CONSIDER DISPOSITION OF TIMBER, SOIL, ROCK, VEGATATION, OR OTHER MATERIALS – AND PAY TO TREASURER (don't recommend this as we usually consider timber on ROW as belonging to the adjacent parcel owners)



Island County Public Works

Esco Bell, P.E., Director

1 NE 7th Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

www.islandcountywa.gov

12.05.050 - Private maintenance (**County will not provide maintenance**)

The county engineer or an authorized representative shall issue a permit, based upon the decision of the Board of County Commissioners, to open and improve the road to the standards of improvement applicable to the intended use of the applicant. Island County shall provide no subsequent maintenance of a road improved to a standard less than that required for public roadways.

CONSIDER REQUIRING A COVENANT – CURRENTLY WE REQUIRE A MAINTENANCE AGREEMENT SIGNED BY ROAD USERS

12.05.060 - Public maintenance

If any applicant opening and improving an existing county right-of-way at no expense to Island County meets all the subdivision standards of road construction of the current county platting regulations at the time of the improvement, and the county engineer so certifies such to the Board of County Commissioners that such standards were satisfactorily met, the board may then, by resolution, accept the road. However, for one (1) year from the date of acceptance, the permittee and/or his contractor must repair any failure at their own expense; provided, that prior to such acceptance, a bond in an amount and with surety acceptable to the county engineer, or other secure method, may be required providing for, and securing to, Island County the satisfactory performance and maintenance of such road improvements for a one-year period.

CONSIDER REMOVING Becomes County road / public maintenance – process in 12.02 Establishment of County Roads

Current Process:

- Process
 - Submit application to work in the right of way; including things like survey, type of construction, type of roadway, earth removal, water run-off, etc.
 - Staff review: Engineering and Planning
 - Engineering / Road shop review focuses on new roads, drainage, and utilities within the right of way meeting current standards
 - Plat-level requirements are set when platted (like ROW width, detention ponds, etc)

- Usually private maintenance agreements are required
 - Planning review focuses on goals and policies of the Island County Comprehensive Plan
- Public Hearing
 - Notify all property owners w/in 330 ft by mail with at least 10 days' notice
 - **Commissioners' determination**
 - **Consider the particular needs of the applicant, the comments of adjoining property owners, the goals and policies of the Island County Comprehensive Plan, and any reports the Planning Department of County Engineer may submit**
 - **If approved, the Commissioners will identify what conditions and need for performance bond, if any**



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MEMORANDUM

December 6, 2023

TO: Board of County Commissioners

FROM: Esco Bell, Public Works Director
Ryan Beach, Facilities Director
John Kent, Information Technology Director

RE: Amendment to the 2024 – 2029 Capital Improvement Program (CIP)

During the budget workshops, the Board of County Commissioners gave direction to amend the 2024-2029 Capital Improvement Plan with the following 6 updates:

1. Increase funding for Facilities Project Specialist; Increase to REET 1: \$33,600

Increase of \$33,600 is to fund the full cost of the Project Specialist from REET. Currently \$85,000 is from the REET 1.

2. Jail Assessment/Feasibility Study; Cost in REET 1: \$150,000

The Island County Jail has been in operation for over 40 years. Cell blocks C/D/G/H/I/J blocks require constant repair and are in dire need of updating (doors, detention hardware, fixtures, lighting, plumbing, etc.). These infrastructure improvements are necessary to continue operations, house current and future staff, provide inmate services, and develop programmatic enhancements that have only been conceptually discussed. The Jail is required to meet codified standards to include security, safety, ADA, and State accreditation and efficiencies. The current facility does not fully meet these standards.

3. Audio Upgrade for Commissioner's Hearing Room; Cost is Transfer from Current Expense to IT Replacement Fund: \$21,301

The BOCC Hearing Room is used by the Board of Island County Commissioners, Departments, various committees, and councils for public meetings. It is the largest meeting space available on the County's Coupeville campus. Last year IT upgraded the video components in the room, it is now time to raise the audio standards by installing contemporary equipment. IT proposes upgrading the audio to become software agnostic (currently hard-wired to AV CaptureAll) enabling better control during meetings. This will remove outdated and unused components replacing the digital sound processor, amplifier, assisted listening devices and improving microphones. IT recommends hiring Dimensional Communications to replace the audio system.

4. Additional Facilities Project Specialist 1 FTE; Cost in REET 2: \$118,600 for 3 years, 2024 through 2026. This position will assist the Facilities Management Director with a focus on public works contracting, grant writing and administration, and expanded sustainability efforts. Funding for the current Project Specialist position is drawn from REET 1 and Current Expense.

In the last six years the Facilities Management Department has increased the amount of capital projects assigned without a corresponding increase in Project Personnel. There are currently (9) capital projects in process (5) of which can be classified as "Major" or >\$1M. The division of labor is shared only between a Project Specialist and the Director. Furthermore, Facilities Management is trying to augment costs through grant submittals creating an administrative burden for existing staff.

5. Move the purchase of the Solid Waste Compactor from 2025 to 2024. Replacement of the 30-year-old compactor at the Coupeville Transfer Station is needed. The equipment is well past its' service life of 20 years. As a critical piece of transfer station infrastructure, the compaction of solid waste is required for cost effective and efficient transportation by truck and rail to the regional landfill. It is proposed to put a down payment of \$700,000 in 2023 from the Solid Waste fund. We are hopeful the compactor will be delivered in 2024. The balance due after the down payment is estimated at \$1,475,000. It is proposed to borrow the money from the County Road fund with a 5-year payback at 3% (or current value).

6. Additional 2 FTE Parks Technicians from REET 2 ongoing for 2024 – 2029.

Island County Parks has a large backlog of deferred maintenance and ongoing projects. This back log has been accumulating for 15 years. The additional 2 Parks Technicians will allow the Parks division to enhance our service level and allow needed time to address the list of deferred maintenance.

Recommendation: Move to Consent Agenda the CIP Amendment 2024 - 2029

Table 1
2024 Proposed Schedule of Capital Expenditures
(Costs in thousands of dollars)

2024 Funding Sources										
2024 Project Descriptions (not in order of priority)		134 Real Estate Tax #1	135 Real Estate Tax #2	132 Conserv. Futures Fund	101 Road Fund	401 Solid Waste Fund	154 Clean Water Utility Fund	Misc. Other Sources	Remarks	Total
T-1	Public Works	\$ 45.0	\$ 46.0		\$ 500.0	\$ 190.0	\$ 52.0	\$ 67.9	Misc = ER&R & CE	\$ 900.9
T-2	Facilities	\$ 237.2								\$ 237.2
T-3	Parks Maintenance		\$ 432.0	\$ 130.0						\$ 562.0
O-1	Parks - Open Space Acquisitions									\$ -
O-2	Parks Capital Improvement Plan		\$ 950.0							\$ 950.0
O-3	Transportation Improvement Program				\$ 13,566.0					\$ 13,566.0
O-4	Clean Water Utility Program						\$ 3,453.0			\$ 3,453.0
O-5	Facilities Department Program	\$ 1,871.8	\$ 355.0							\$ 2,226.8
O-6	Roads Facilities Capital Improvement				\$ 160.0					\$ 160.0
O-7	Solid Waste Capital Improvement Program					\$ 2,390.0				\$ 2,390.0
O-8	IT Department Capital Improvement Program							\$ 487.0	CE & Dept Funds	\$ 487.0
Total Expenditures		\$ 2,154.0	\$ 1,783.0	\$ 130.0	\$ 14,226.0	\$ 2,580.0	\$ 3,505.0	\$ 554.9		\$ 24,932.9

Legend:

T = Transfer, P = Project, O = Ongoing Projects

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Table 2
2025 Proposed Schedule of Capital Expenditures
(Costs in thousands of dollars)

2025 Funding Sources										
2025 Project Descriptions (not in order of priority)		134 Real Estate Tax #1	135 Real Estate Tax #2	132 Conserv. Futures Fund	101 Road Fund	401 Solid Waste Fund	154 Clean Water Utility Fund	Misc. Other Sources	Remarks	Total
T-1	Public Works	\$ 45.0	\$ 46.0		\$ 500.0	\$ 190.0	\$ 52.0	\$ 67.9	ER&R & CE	\$ 900.9
T-2	Facilities	\$ 237.2								\$ 237.2
T-3	Parks Maintenance		\$ 432.0	\$ 140.0						\$ 572.0
O-1	Parks - Open Space Acquisitions									\$ -
O-2	Parks Capital Improvement Plan		\$ 2,365.0							\$ 2,365.0
O-3	Transportation Improvement Program				\$ 9,441.0					\$ 9,441.0
O-4	Clean Water Utility Program						\$ 2,803.0			\$ 2,803.0
O-5	Facilities Department Program	\$ 1,616.0	\$ 348.0							\$ 1,964.0
O-6	Roads Facilities Capital Improvement				\$ 60.0					\$ 60.0
O-7	Solid Waste Capital Improvement Program							\$ 6,750.0	Other (loans/grants)	\$ 6,750.0
O-8	IT Department Capital Improvement Program							\$ 734.1	CE & Dept Funds	\$ 734.1
Total Expenditures		\$ 1,898.2	\$ 3,191.0	\$ 140.0	\$ 10,001.0	\$ 190.0	\$ 2,855.0	\$ 7,552.0		\$ 25,827.2

Legend:

T = Transfer, P = Project, O = Ongoing Projects

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Table 3
2026 Proposed Schedule of Capital Expenditures
(Costs in thousands of dollars)

2026 Funding Sources									
2026 Project Descriptions (not in order of priority)	134 Real Estate Tax #1	135 Real Estate Tax #2	132 Conserv. Futures Fund	101 Road Fund	401 Solid Waste Fund	154 Clean Water Utility Fund	Misc. Other Sources	Remarks	Total
T-1 Public Works	\$ 45.0	\$ 46.0		\$ 500.0	\$ 190.0	\$ 52.0	\$ 67.9	ER&R & CE	\$ 900.9
T-2 Facilities	\$ 237.2								\$ 237.2
T-3 Parks Maintenance		\$ 432.0	\$ 130.0						\$ 562.0
O-1 Parks - Open Space Acquisitions			\$ 677.0						\$ 677.0
O-2 Parks Capital Improvement Plan		\$ 380.0							\$ 380.0
O-3 Transportation Improvement Program				\$ 17,868.0					\$ 17,868.0
O-4 Clean Water Utility Program						\$ 3,132.0			\$ 3,132.0
O-5 Facilities Department Program	\$ 1,745.8	\$ 350.0							\$ 2,095.8
O-6 Roads Facilities Capital Improvement				\$ 65.0					\$ 65.0
O-7 Solid Waste Capital Improvement Program									\$ -
O-8 IT Department Capital Improvement Program							\$ 476.9	CE & Dept Funds	\$ 476.9
Total Expenditures	\$ 2,028.0	\$ 1,208.0	\$ 807.0	\$ 18,433.0	\$ 190.0	\$ 3,184.0	\$ 544.8		\$ 26,394.8

Legend:

T = Transfer, P = Project, O = Ongoing Projects

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Table 4
2027 Proposed Schedule of Capital Expenditures
(Costs in thousands of dollars)

2027 Funding Sources										
2027 Project Descriptions (not in order of priority)		134 Real Estate Tax #1	135 Real Estate Tax #2	132 Conserv. Futures Fund	101 Road Fund	401 Solid Waste Fund	154 Clean Water Utility Fund	Misc. Other Sources	Remarks	Total
T-1	Public Works	\$ 45.0	\$ 46.0		\$ 500.0	\$ 190.0	\$ 52.0	\$ 67.9	ER&R & CE	\$ 900.9
T-2	Facilities	\$ 118.6								\$ 118.6
T-3	Parks Maintenance		\$ 432.0	\$ 120.0						\$ 552.0
O-1	Parks - Open Space Acquisitions									\$ -
O-2	Parks Capital Improvement Plan		\$ 100.0							\$ 100.0
O-3	Transportation Improvement Program				\$ 20,165.0					\$ 20,165.0
O-4	Clean Water Utility Program						\$ 2,832.0			\$ 2,832.0
O-5	Facilities Department Program	\$ 2,468.4	\$ 350.0							\$ 2,818.4
O-6	Roads Facilities Capital Improvement				\$ 250.0					\$ 250.0
O-7	Solid Waste Capital Improvement Program					\$ 1,500.0				\$ 1,500.0
O-8	IT Department Capital Improvement Program							\$ 403.9	CE & Dept Funds	\$ 403.9
Total Expenditures		\$ 2,632.0	\$ 928.0	\$ 120.0	\$ 20,915.0	\$ 1,690.0	\$ 2,884.0	\$ 471.8		\$ 29,640.8

Legend:

T = Transfer, P = Project, O = Ongoing Projects

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Table 5
2028 Proposed Schedule of Capital Expenditures
(Costs in thousands of dollars)

2028 Funding Sources										
2028 Project Descriptions (not in order of priority)		134 Real Estate Tax #1	135 Real Estate Tax #2	132 Conserv. Futures Fund	101 Road Fund	401 Solid Waste Fund	154 Clean Water Utility Fund	Misc. Other Sources	Remarks	Total
T-1	Public Works	\$ 45.0	\$ 46.0		\$ 500.0	\$ 190.0	\$ 52.0	\$ 67.9	ER&R & CE	\$ 900.9
T-2	Facilities	\$ 118.6								\$ 118.6
T-3	Parks Maintenance		\$ 432.0	\$ 120.0						\$ 552.0
O-1	Parks - Open Space Acquisitions			\$ 677.0						\$ 677.0
O-2	Parks Capital Improvement Plan		\$ 100.0							\$ 100.0
O-3	Transportation Improvement Program				\$ 10,795.0					\$ 10,795.0
O-4	Clean Water Utility Program						\$ 3,117.0			\$ 3,117.0
O-5	Facilities Department Program	\$ 2,840.1	\$ 362.0							\$ 3,202.1
O-6	Roads Facilities Capital Improvement				\$ 40.0					\$ 40.0
O-7	Solid Waste Capital Improvement Program					\$ 400.0				\$ 400.0
O-8	IT Department Capital Improvement Program							\$ 478.1	CE & Dept Funds	\$ 478.1
Total Expenditures		\$ 3,003.7	\$ 940.0	\$ 797.0	\$ 11,335.0	\$ 590.0	\$ 3,169.0	\$ 546.0		\$ 20,380.7

Legend:

T = Transfer, P = Project, O = Ongoing Projects

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Table 6
2029 Proposed Schedule of Capital Expenditures
(Costs in thousands of dollars)

2029 Funding Sources										
2029 Project Descriptions (not in order of priority)		134 Real Estate Tax #1	135 Real Estate Tax #2	132 Conserv. Futures Fund	101 Road Fund	401 Solid Waste Fund	154 Clean Water Utility Fund	Misc. Other Sources	Remarks	Total
T-1	Public Works	\$ 45.0	\$ 46.0		\$ 500.0	\$ 190.0	\$ 52.0	\$ 67.9	ER&R & CE	\$ 900.9
T-2	Facilities	\$ 118.6								\$ 118.6
T-3	Parks Maintenance		\$ 432.0	\$ 120.0						\$ 552.0
O-1	Parks - Open Space Acquisitions			\$ 1,545.0						\$ 1,545.0
O-2	Parks Capital Improvement Plan		\$ 100.0							\$ 100.0
O-3	Transportation Improvement Program				\$ 10,325.0					\$ 10,325.0
O-4	Clean Water Utility Program						\$ 702.0			\$ 702.0
O-5	Facilities Department Program	\$ 1,545.0	\$ 360.0							\$ 1,905.0
O-6	Roads Facilities Capital Improvement				\$ 75.0					\$ 75.0
O-7	Solid Waste Capital Improvement Program					\$ 4,000.0				\$ 4,000.0
O-8	IT Department Capital Improvement Program							\$ 476.8	CE & Dept Funds	\$ 476.8
Total Expenditures		\$ 1,708.6	\$ 938.0	\$ 1,665.0	\$ 10,900.0	\$ 4,190.0	\$ 754.0	\$ 544.7		\$ 20,700.3

Legend:

T = Transfer, P = Project, O = Ongoing Projects

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Table 7
2024 through 2029
Proposed Schedule of Capital Expenditures by Year
(Costs in thousands of dollars)

	Project Descriptions (not in order of priority)	2024	2025	2026	2027	2028	2029	Total
T-1	Public Works	\$ 900.9	\$ 900.9	\$ 900.9	\$ 900.9	\$ 900.9	\$ 900.9	\$ 5,405.4
T-2	Facilities	\$ 237.2	\$ 237.2	\$ 237.2	\$ 118.6	\$ 118.6	\$ 118.6	\$ 1,067.4
T-3	Parks Maintenance	\$ 562.0	\$ 572.0	\$ 562.0	\$ 552.0	\$ 552.0	\$ 552.0	\$ 3,352.0
O-1	Parks - Open Space Acquisitions	\$ -	\$ -	\$ 677.0	\$ -	\$ 677.0	\$ 1,545.0	\$ 2,899.0
O-2	Parks Capital Improvement Plan	\$ 950.0	\$ 2,365.0	\$ 380.0	\$ 100.0	\$ 100.0	\$ 100.0	\$ 3,995.0
O-3	Transportation Improvement Program	\$ 13,566.0	\$ 9,441.0	\$ 17,868.0	\$ 20,165.0	\$ 10,795.0	\$ 10,325.0	\$ 82,160.0
O-4	Clean Water Utility Program	\$ 3,453.0	\$ 2,803.0	\$ 3,132.0	\$ 2,832.0	\$ 3,117.0	\$ 702.0	\$ 16,039.0
O-5	Facilities Department Program	\$ 2,226.8	\$ 1,964.0	\$ 2,095.8	\$ 2,818.4	\$ 3,202.1	\$ 1,905.0	\$ 14,212.1
O-6	Roads Facilities Capital Improvement	\$ 160.0	\$ 60.0	\$ 65.0	\$ 250.0	\$ 40.0	\$ 75.0	\$ 650.0
O-7	Solid Waste Capital Improvement Program	\$ 2,390.0	\$ 6,750.0	\$ -	\$ 1,500.0	\$ 400.0	\$ 4,000.0	\$ 15,040.0
O-8	IT Department Capital Improvement Program	\$ 487.0	\$ 734.1	\$ 476.9	\$ 403.9	\$ 478.1	\$ 476.8	\$ 3,056.8
Total Expenditures		\$ 24,932.9	\$ 25,827.2	\$ 26,394.8	\$ 29,640.8	\$ 20,380.7	\$ 20,700.3	\$ 147,876.7

Legend:

T = Transfer, P = Project, O = Ongoing Projects

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Table 8
2024 through 2029
Proposed Schedule of Capital Expenditures by Funding Source
(Costs in thousands of dollars)

Project Descriptions (not in order of priority)		134 Real Estate Tax #1	135 Real Estate Tax #2	132 Conserv. Futures Fund	101 Road Fund	401 Solid Waste Fund	154 Clean Water Utility Fund	Misc. Other Sources	Remarks	Total
T-1	Public Works	\$ 270.0	\$ 276.0	\$ -	\$ 3,000.0	\$ 1,140.0	\$ 312.0	\$ 407.4	ER&R & CE	\$ 5,405.4
T-2	Facilities	\$ 1,067.4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,067.4
T-3	Parks Maintenance	\$ -	\$ 2,592.0	\$ 760.0	\$ -	\$ -	\$ -	\$ -		\$ 3,352.0
O-1	Parks - Open Space Acquisitions	\$ -	\$ -	\$ 2,899.0	\$ -	\$ -	\$ -	\$ -		\$ 2,899.0
O-2	Parks Capital Improvement Plan	\$ -	\$ 3,995.0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,995.0
O-3	Transportation Improvement Program	\$ -	\$ -	\$ -	\$ 82,160.0	\$ -	\$ -	\$ -		\$ 82,160.0
O-4	Clean Water Utility Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,039.0	\$ -		\$ 16,039.0
O-5	Facilities Department Program	\$ 12,087.1	\$ 2,125.0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 14,212.1
O-6	Roads Facilities Capital Improvement	\$ -	\$ -	\$ -	\$ 650.0	\$ -	\$ -	\$ -		\$ 650.0
O-7	Solid Waste Capital Improvement Program	\$ -	\$ -	\$ -	\$ -	\$ 8,290.0	\$ -	\$ 6,750.0		\$ 15,040.0
O-8	IT Department Capital Improvement Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,056.8	CE & Dept Funds	\$ 3,056.8
Total Expenditures		\$ 13,424.5	\$ 8,988.0	\$ 3,659.0	\$ 85,810.0	\$ 9,430.0	\$ 16,351.0	\$ 10,214.2		\$ 147,876.7

Legend:

T = Transfer, P = Project, O = Ongoing Projects