

**ISLAND COUNTY COMMISSIONERS - MINUTES OF MEETING
REGULAR SESSION - FEBRUARY 11, 2002**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on February 11, 2002, at 9:30 a.m. in the Island County Courthouse Annex, Hearing Room, Coupeville, Wa. Mike Shelton, Chairman; Wm. L. McDowell, Member, and William F. Thorn, Member, attended. By unanimous motion, the Board approved the minutes from regular meetings held on January 28 and February 4, 2002.

VOUCHERS AND PAYMENT OF BILLS

Vouchers/warrants were approved for payment by unanimous motion of the Board as depicted on voucher print out dated 2/11/02 with a time 8:20:13 showing the addition of voucher #520170 that failed to print on the first run and voucher #241052 detailed on the first run but not shown. The Board also by unanimous motion approved the January payroll.

Voucher # (Warrant): #116960 - #117275. \$426,553.73.

EMPLOYEE AWARDS

EMPLOYEE SERVICE AWARDS

Carol McNeil	Health Department	15 Years
Margot Carter	Prosecuting Attorney	10 Years
Paul Evans	Public Works/Bayview Road Shop	5 Years

EMPLOYEE OF THE MONTH – JANUARY, 2002

Sonny Kostek, Maintenance Department, works as a Maintenance Tech and contributes to the smooth running of the County. His knowledge of the many mechanical systems throughout the County is without equal and he cheerfully responds to a myriad of trouble calls, and can always be counted on to step up and help someone who is in need.

SPECIAL RECOGNITION

Don Mason, General Services Administration Department, was recognized for his volunteer efforts in the field of search and rescue performed outside his normal work hours as a County employee. A letter of recognition was presented to Mr. Mason recognizing his contribution to Island county as a whole and those who benefit as a result of his efforts.

RESOLUTION #C-08-02 PROCLAIMING 1 FEBRUARY TO 16 MARCH, 2002 BICENTENNIAL OF THE UNITED STATES MILITARY ACADEMY

Ashton Haynes appeared before the Board to call attention to the fact that the United States Military academy is celebrating its Bicentennial this year, and graduates have and continue to serve our Nation at home, abroad and currently in Afghanistan. He asked that the Board pass a proclamation, noting that a comparable proclamation has been issued by the Governor of Washington State. On behalf of the West Point Society of Puget Sound, Mr. Haynes made mention that the Society will be donating to the Library a book entitled "West Pointers in Early Washington" which covers the contributions of West Pointers in early Washington State history, starting with the first Territorial Governor, Isaac Ingalls Stevens.

By unanimous motion, the Board approved Resolution #C-08-02 proclaiming 1 February to 16 March, 2002 Bicentennial of the United States Military Academy.

**BEFORE THE BOARD OF ISLAND COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

In the Matter of Proclaiming February 1	}	
through March 16, 2002 as the	}	<u>PROCLAMATION</u>
Bicentennial of the United States Military	}	
Academy_____	}	RESOLUTION #C- 08 -02

WHEREAS, the United States Military Academy has achieved 200 years of leadership and service to the United States of America and to the principles of "Duty, Honor, Country"; and

WHEREAS, distinguished graduates of the United States Military Academy have led our Nation's Armed Forces in peace and war, many of them giving their lives in the performance of duty to maintain our freedoms; and

WHEREAS, graduates of West Point played a major role in developing the State of Washington and Island County, including Isaac Ingalls Stevens, USMA, Class of 1839, the first Territorial Governor; and

WHEREAS, graduates continue to serve Island County in business, industry, government, security and support for our community; and

WHEREAS, graduates from our community who are currently serving in the Armed Forces are deployed worldwide protecting and defending our Country now and into the future; and

WHEREAS, our sons and daughters who are Cadets of the United States Corps or Cadets are being trained and educated to be our Nation's next leaders and join the Long Gray Line as West Point moves into its third century of service.

NOW, THEREFORE, we, the Board of Island County Commissioners, hereby proclaim the period February 1 through March 16, 2002, to celebrate the *Bicentennial of the United States Military Academy* in Island County and urge all citizens to join us in honoring West Point, its Graduates and Cadets.

PROCLAIMED AND ADOPTED this 11th day of February, 2002.

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

Mike Shelton, Chairman
Wm. L. McDowell, Member
William F. Thorn, Member

ATTEST:

Elaine Marlow, Clerk of the Board

APPOINTMENTS TO BOARDS AND COMMITTEES

By unanimous motion the Board appointed Margaret Rosenkranz, Coupeville, to serve on the Central Whidbey Historic Preservation Advisory Committee for a term to August 13, 2005, and Edward Siegel, Oak Harbor, to serve on the Island County Fair Board to fill an existing vacant position representing the area encompassed by the Oak Harbor School District boundary, for a term to October 8, 2004.

**RESOLUTION #C-09 -02 AUTHORIZING TEMPORARY CLOSURE OF CERTAIN COUNTY OFFICES DURING
MOVE TO ISLAND COUNTY COURTHOUSE**

Renovation of the Island County Courthouse is nearing completion and departments will begin reoccupying and relocating beginning February 25, 2002, and several offices have asked for authorization to temporarily close the offices while the move takes place. By unanimous motion, the Board approved Resolution #C-09-02 authorizing temporary office closures for the Assessor February 28 and March 1; Auditor February 22 and 25; Treasurer March 14-15; General Services Administration March 8 [excluding Public Defense; and Human Resources Department March 7.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON**

IN THE MATTER OF AUTHORIZING THE TEMPORARY)
CLOSURE OF THE ISLAND COUNTY ASSESSOR, AUDITOR,) RESOLUTION C-09-02
AND TREASURER OFFICES AND ISLAND COUNTY)
GENERAL SERVICES AND HUMAN RESOURCES)
DEPARTMENTS IN ORDER TO MOVE INTO THE ISLAND)
COUNTY COURTHOUSE)

WHEREAS, the renovation of the Island County Courthouse is nearing completion and it is anticipated that certain Island County departments will begin reoccupying and relocating into the Courthouse beginning February 25, 2002, and

WHEREAS, in order to move into their new office space in the Courthouse, several Island County Elected Officials and Departments have requested permission to temporarily close their respective offices on the following dates:

Department	Dates closed
Assessor	Thursday, February 28 & Friday, March 1
Auditor (Elections, Licensing & Recording)	Friday, February 22 12:00-4:30p.m. & Monday, February 25 8:00 a.m.-4:30 p.m.
General Services Administration (excluding Public Defender)	Friday, March 8

Human Resources
Treasurer

Thursday, March 7
Thursday, March 14 & Friday, March 15

WHEREAS, closing the above offices and departments would allow better service to the public by allowing adequate time to organize and open again rather than attempting to work with makeshift systems prone to error or loss; and

WHEREAS, RCW 36.16.100 states that "All county and precinct offices shall be kept open for the transaction of business during such days and hours as the board of county commissioners shall by resolution prescribe; **NOW THEREFORE**

BE IT RESOLVED, that the Board of Island County Commissioners authorizes the temporary closure of the offices and departments as shown above during the time of moving into the Island County Courthouse.

ADOPTED this 11th day of February, 2002.

**Board of County Commissioners
Island County Washington**
Mike Shelton, Chairman
Wm. L. McDowell, Member
William F. Thorn, Member

Attest: Elaine Marlow, Clerk of the Board

[Note: The Office of the County Commissioners is scheduled to move Tuesday, March 5, from the Kaul Building located at 502 N. Main, to the second floor of the Courthouse. While the office will remain open on March 5th it will be on a minimal basis. The main telephone number 679-7354 should be used that day for anyone trying to contact the office.]

RESOLUTION #C-10 -02 AUTHORIZING AND INCREASING CERTAIN PETTY CASH, CHANGE, AND REVOLVING FUNDS WITHIN ISLAND COUNTY

By unanimous motion, the Board adopted Resolution #C-10-02 Authorizing and Increasing Certain Petty Cash, Change, and Revolving Funds within Island County, in this case, allowing a \$150 petty cash fund in the County Clerk's Office.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF AUTHORIZING AND) RESOLUTION C-10 -02
INCREASING CERTAIN PETTY CASH, CHANGE,)
AND REVOLVING FUNDS WITHIN ISLAND COUNTY)**

WHEREAS, the Island County Board of County Commissioners has, by resolutions duly adopted, established petty cash funds, change funds, and revolving funds for Funds and Departments under its jurisdiction over a period of many years, and

WHEREAS, the adoption of C- 114 - 01 by the Board of Commissioners on Aug 27, 2001 established Policies and Procedures with respect to Petty Cash Funds, and

WHEREAS, the Island County Auditor's Office has reviewed the Change Fund as shown on Exhibit A and recommends each fund be authorized as shown, **NOW THEREFORE**

BE IT HEREBY RESOLVED, that the fund shown on Exhibit A be authorized as shown.

ADOPTED this 11 day of February, 2002.

**Board of County Commissioners
Island County Washington**
Mike Shelton, Chairman
Wm. L. McDowell, Member
William F. Thorn, Member

ATTEST: Elaine Marlow
Clerk of the Board

[Exhibit A on file with the Clerk of the Board]

CONTRACT APPROVED FOR TOURISM FUNDS

The Board on November 19, 2001 approved Island County Public Facilities Fund 2% Hotel-Motel Lodging Tax-Tourism Promotion Project and Activities funded by the 2% tax revenues. The last agency receiving the funds has now signed a contract with the County, and the Board by unanimous motion approved Contract with Greater Oak Harbor Chamber of Commerce for Tourism Marketing Program to include funding for the Visitor Information Center, Whidbey on Wheels

Program and Holland Happening Festival #RM-BOC-02-0002, in the amount of \$11,000.

LEASE FOR ADDITIONAL OFFICE SPACE FOR HEALTH DEPARTMENT

The Board, by unanimous motion, gave authorization for the Chairman to sign a lease for additional office space for location of Health Department personnel in the Oak Harbor vicinity, once completion of search currently under way for rental space is accomplished and an exact location has been finalized.

REQUEST FOR EXEMPTION FROM COMPETITIVE SOLICITATION PROCUREMENT PROCEDURE

Request for Exemption from the Competitive Solicitation Procurement Procedure for Mental Health Services in the school districts, waiver under ICC 2.29.03(B)(12), was approved by unanimous motion of the Board as outlined in a memorandum dated January 24, 2002 to the Board from Jackie Henderson, Human Services Director.

RESOLUTION #C-11 -02 ESTABLISHING THE FOUR SPRINGS LAKE PRESERVE FUND

As prepared and presented by the Budget Director, the Board by unanimous motion approved Resolution #C-11-02 Establishing the Four Springs Lake Preserve Fund, related to Four Springs Lake Preserve property and improvements project for the purpose of a public park facility [Camano Island].

**BEFORE THE BOARD OF THE COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF ESTABLISHING THE) RESOLUTION C-11-02
FOUR SPRINGS LAKE PRESERVE FUND)**

WHEREAS, Island County owns the Four Springs Lake Preserve property and improvements (“Four Springs”) located on Camano Island for the purpose of a public park facility; and

WHEREAS, various local volunteer groups and citizens have generously donated their time, effort and moneys to be used for acquisition, development and improvement of the Four Springs Lake Preserve, and there is a need to ensure that donations are accounted for separately; and

WHEREAS, it is the intent of the Board of County Commissioners to establish activity fees and charges designed to recover a significant portion of the costs of maintaining and operating Four Springs, and that revenues received for the use of Four Springs are to be used for the administration, maintenance, operation and capital improvement of Four Springs and other Island County parks; and

WHEREAS, in order to ensure that the donations, revenues and expenditures for the Four Springs Lake Preserve property and improvements are accounted for properly, there is a need to establish a separate fund to be known as the Island County Four Springs Lake Preserve Fund; **NOW THEREFORE**

BE IT RESOLVED, that there is created and established in the Island County Treasurer and Island County Auditor records a fund known and designated as the Island County Four Springs Lake Preserve Fund.

ADOPTED this 11 day of February, 2002.

**Board of County Commissioners
Island County, Washington
Mike Shelton, Chairman
Wm. L. McDowell, Member
William F. Thorn, Member**

ATTEST: Elaine Marlow, Clerk of the Board

CLAIM FOR DAMAGES R02-005CD KRISTI S. FOSTER

Betty Kemp, GSA Director, presented recommendation of approval n the matter of Claim for damages #R02-005CD by Kristi S. Foster in the amount of \$1,748.89 for damages to vehicle as a result of sanding operation. The Road Department also recommended approval.

The Board by unanimous motion approved the Claim of Kristi S. Foster as recommended, in the amount of \$1,748.89.

RESOLUTION #C-12-02 TREATING OFFENDERS PERFORMING COMMUNITY SERVICES AS EMPLOYEES

AND/OR WORKERS UNDER TITLE 51 RCW, INDUSTRIAL INSURANCE

Betty Kemp, along with Michael Merringer, Juvenile Court Services, presented a Resolution in the matter of treating offenders performing community services as employees and/or workers under Title 51 RCW, Industrial Insurance. As they explained this relates to a program for a work group consisting of juveniles who have been sentenced by the court to perform community service, a program implemented by the Juvenile Department. The matter was a topic of discussion at a recent staff session with the Board, and the proposed resolution has been reviewed by the Prosecutor's Office. Mr. Merringer reported good news as far as the cash match, in that he is able to utilize other state monies for the cash match instead of having to take it from current expense.

By unanimous motion, the Board approved Resolution #C-12-02 In The Matter of Treating Offenders Performing Community Services As Employees And/Or Workers Under Title 51 RCW, Industrial Insurance.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF TREATING OFFENDERS)
PERFORMING COMMUNITY SERVICES AS) RESOLUTION NO. C-12-02
EMPLOYEES AND/OR WORKERS UNDER)
TITLE 51 RCW, INDUSTRIAL INSURANCE)**

WHEREAS, the Board of Island County Commissioners has determined that Island County may purchase liability insurance and workers' compensation for offenders performing court-ordered community service; and

WHEREAS, RCW 36.16.139 and RCW 51.12.045 give the legislative authority of a county authority to elect to treat offenders as employees and/or workers under Title 51 RCW; and

WHEREAS, RCW 51.12.045 states that offenders performing community services pursuant to court order or under RCW 13.40.080, may be deemed employees and/or workers under this title at the option of the state, county, city town or nonprofit organization under whose authorization the services are performed. Any premiums or assessments due under this title for community services work shall be the obligation of and to be paid for by the state agency, county, city, town, or nonprofit organization for which the offender performed the community services. Coverage commences when a state agency, county, city, town, or nonprofit organization has give notice to the director that it wishes to cover offenders performing community services before the occurrence of an injury or contraction of an occupational disease; **NOW, THEREFORE**,

BE IT HEREBY RESOLVED that offenders performing community services pursuant to court order or under RCW 13.40.080, whose community services work is supervised by an Island County employee, are deemed to be County employees and/or workers for the purpose of the Workers Compensation Laws under Title 51 RCW. The Island County Risk Manager shall give notice of this resolution to the Director of the Washington State Department of Labor and Industries.

Dated this 11 day of February, 2002.

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**
Mike Shelton, Chairman
Wm. L. McDowell, Member
William F. Thorn, Member

ATTEST: Elaine Marlow
Clerk of the Board

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT

By unanimous motion the Board approved Juvenile Accountability Incentive Block Grant (JAIBG) #0163-03861 between the State of Washington DSHS and Island County [#RM-JUV-00-0066], in the amount of \$18,165.00 for the period 9/1/01 – 9/1/02.

Mr. Merringer confirmed this was a continuation of the current program "Alternatives to Detention Community Work Crew" a program for kids who have been sentenced to detention and can be placed on a supervised work crew to perform community service in the county. In this case, this is a Federal grant, and the cash match can be taken out of state monies.

**RESOLUTION #C-13-02/R-03-02 INITIATING CRP 02-02, NORTH CAMANO DRIVE/ARROWHEAD ROAD
INTERSECTION IMPROVEMENTS**

As presented and recommended for approval by Bill Oakes, Public Works Director, the Board, by unanimous motion,

approved Resolution #C-13-02/R-03-02 initiating County Road Project CRP 02-02, Work Order 172, North Camano Drive/Arrowhead Road Intersection Improvements, for a total appropriation of \$770,000.00.

**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION AND ISLAND COUNTY LOCAL AGENCY
AGREEMENT, NORTH CAMANO DRIVE/
ARROWHEAD ROAD INTERSECTION**

By unanimous motion, the Board approved Local Agency Agreement Washington State Department of Transportation and Island County for North Camano Drive/Arrowhead Road Intersection project, for estimated county funds in the amount of \$5,560.00 and estimated Federal funds in the amount of \$50,040.00.

**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION/ISLAND COUNTY LOCAL AGENCY
AGREEMENT FOR NORTH CAMANO DRIVE/ARROWHEAD
ROAD INTERSECTION**

The Board by unanimous motion also approved Local Agency Agreement between Washington State Department of Transportation and Island County - Local Agency Federal Aid Project Prospectus for the North Camano Drive/Arrowhead Road Intersection project, for estimated County funds in the amount of \$22,400 and estimated Federal funds in the amount of \$200,000.00.

**SUPPLEMENTAL AGREEMENT NO. 1 - PERTEET ENGINEERING, INC.
& ISLAND COUNTY - TERRY'S CORNER PARK-N-RIDE**

By unanimous motion, the Board approved and authorized the Chairman's signature on Supplemental Agreement No. 1 [PW0220-09], Terry's Corner Park-N-Ride Agreement [PW-002030] with Perteet Engineering, Inc., representing a revised completion date to December 31, 2002; revised Exhibit B, Scope of Services to provide drainage options, assessment of alternatives and recommendations for Terry's Corner Park-N-Ride, and increase in maximum amount payable by \$72,025, for a revised total of \$516,792.

**HEARINGS HELD: FRANCHISE RENEWAL APPLICATIONS: #39R BY CAMANO CO-OPERATIVE WATER
& POWER COMPANY AND #135(2)R BY LAKEVIEW TERRACE TRUST, INC.**

A Public Hearing was held as advertised at 10:20 a.m. to consider Franchise #39R by Camano Co-operative Water & Power Company, to renew an existing water distribution system in, along, under and/or across County road known as Cove place within the Plat of Camano Cove, Division No. 1, Sec. 23, Twp 31N., R 2E., Camano Island, and Franchise #135(2)R by Lakeview Terrace Trust, Inc., for renewal of an existing water distribution system in, along, under and/or across portions of County roads known as Apollo Road, Bayview Road, April Drive, Stockholm Place, Mercer Drive, Lake View Way, Island Way, Hi Crest Road and Foxfire Lane within the Plat of Lakeview Terrace, Division No. 1, Sec. 8, Twp 29N, R 3E.

Mr. Oakes confirmed staff recommendation of approval noting no plans for either system to expand current systems. The County Engineer's memorandums dated 1/16/02 and 1/22/02 indicated that all departments requested to comment responded with no objections to the proposal, and that the Prosecuting Attorney's Office reviewed and approved the documents as to form and had also been approved by Risk Management.

When the Chairman called for public comments, no one in the audience expressed a desire to speak either for or against either of the franchise renewals. By unanimous motion, the Board approved Franchise #39R by Camano Co-operative Water & Power Company and Franchise #135(2)R, Lakeview Terrace Trust, Inc.

BUDGET WORKSHOP

The Board met with Elected Officials and Appointed Department heads at 1:30 p.m. as scheduled, for an initial budget workshop. All Elected Officials and Appointed Heads were present or represented through staff.

Chairman Shelton said the plan at this time was to begin on March 11th with budget workshops with individual departments to be held on the first three Mondays of each month at 1:30 p.m. There will be some workshops scheduled the second and fourth Wednesdays as needed. The purpose of today's workshop was to discuss perimeters about what is to be achieved through the budget workshops with the individual departments. He estimated the budget shortfall for 2003 to be in excess of \$2 million dollars, which would equate to about an 11% cut on top of the cuts made this year. The County can only deliver a government based upon the amount of money it has to spend and there seems to be nothing on the horizon to indicate that interest rates will dramatically improve this year. The budget problem is shared between the Board, Elected Officials and Department Heads, the County's "Management Team", and he hoped through the process to find a commonality

of interests in order to move forward and operate Island County in the best way possible within budgetary constraints. Zero based budgeting has been mentioned, a process that each department would have to go through and justify dollars, numbers and line items, and discuss programs and whether those would continue or not. Zero based budgeting would be an added burden as far as time and effort.

Commissioner Thorn observed the downhill slide as far as revenues. He too looked at those attending today's workshop as senior management along with the Board. His focus was on the need to look at the county organization, programs and processes; a quasi-zero based budgeting, a new game, starting from scratch.

Commissioner McDowell agreed with Commissioners Shelton and Thorn, and did not want things to deteriorate to "don't touch mine"; attendance today represents a lot of talent and he hoped to be able to come up with solutions to work on cuts that must be made.

Tom Baenen hoped when beginning the budget process that a long look would be taken at budgeting beyond one year to better assess and address shortfalls as they occur as soon as possible. Everything, regardless of office or department, should be on the table in this review if it is zero based budgeting. Over-all county government needs to be included. There needs to be some way in the process the burden of making decisions and leading is shared a little more broadly in the budgeting process. He was willing to be the first to meet with the Board in budget workshop on a modified zero budget basis – the guinea pig initially.

Maxine Sauter advised that there was a bill in the Legislature which would reduce the penalties and interest the County receives from 12% to 7%, and she thought that could amount to as much as a \$400,000 reduction to Island County.

Don Meehan suggested it would make sense to look at programs; ultimately the Board has the hard decisions as far as how the budget will look in the end, and it is good for the Board to know all the things the individual departments do. The Board needs to hear about the whole program. As a department head he wants to come and share with the Board several different draconian scenarios for his budget.

Greg Banks suggested that zero based budgeting with individual departments would miss looking at the whole structure of county government. The first thing would be information gathering about what the county does, how and why departments do what they do, what it costs, along with what it costs for the County to have other people do things for the County. He would not be opposed to the County hiring an outside management consultant as they do in private business. Making cuts is where the level of services comes in and the Board needs to know what the departments do, etc. Questions he suggested that the Board might ask a department, his case for example, would be: what happens if you don't do that; could you do it at a lower level; can you treat some class of crimes as not criminal and what happens if you do that?

After the information gathering stage, there has to be some target, a ballpark as to what kind of impact cuts will have on individual departments. An 8% cut in his department could be completely different than what he would do if he had to make a 12% cut. He asked if the Board was going to look at increasing revenues to the extent they can using banked levy capacity. Also there is a bill pending that may allow counties to enact a utility tax. He was interested to know if the Board of County Commissioners would be making a presentation as well, and the Chairman confirmed that would occur.

Mike Hawley made the point that while zero based budgeting may look good, it is a lot of work. Organizations do not grow up in a vacuum but adapt to the environment and change to fit that environment. He thought the County organization was actually the most efficient there is for this particular environment. He noted his department was already operating so thinly that any further cuts may result in not having full time deputies on duty or capping jail population at 30. Vehicle purchases this year were cut from 9 to 7; next year he will need 11 just to keep the cars rotating. He has some 30 – 35 computers at least 7 years' old that need to be replaced; software from I-COM will not work in those computers next year. Not only is funding shrinking, demands are growing. The Sheriff does not plan to fill two existing openings with the anticipation of having to lay off, and asked direction from the Board as far as possible County-wide freeze on hiring.

Suzanne Sinclair was interested in how much the Board was willing to invest, for example, for a new accounting system which would deliver financial reports to managers desks and save a lot of clerical time; it is expensive and hard to quantify. This is an opportunity to "drop baggage" that has been carried around to look at what is being done. There is a level of service associated with mandated services that can be adjusted but perhaps not eliminated altogether. The Board may have specific questions about a process not understood for a department and she thought it would be helpful that the Board in advance ask those questions. She will come with the idea about what services she has to provide and how she thinks she can do it cheaper, better and faster.

Cathy Caryl acknowledged many old computers that need to be replaced in the next year and will suggest this years' equipment budget be used primarily to replace as many of those computers as possible. She will also discuss centralizing copiers and printing processes, etc. to cut back on equipment as well as maintenance charges.

Peter Strow pointed out that District Court does not function strictly as a county department and works under a districting plan involving the town and cities in the County under contracts; therefore he asked when and where should that be addressed with other government agencies. The contracts with the Town and cities are self-sustaining, but there would be a problem if, for instance, a position was eliminated. Suggested format for budget workshops would be to set up related departments and talk about prioritization and reductions. Need to make sure the Board knows financial impacts on revenues on other departments.

Jane Koetje thought zero based budgeting a good place to start. She inquired about looking at level of service provided as it relates to the number of hours offices are open to the public in light of specific paperwork that has to be accomplished.

Tim McDonald hoped that the Board would make a determination for the departments, such as: bring us ideas, communicate about what we do, and show us what a 10% or 11% cut would look like. He suggested developing a work plan with a product of the work plan being early tentative decisions. As a format for information sharing, he would like to see inclusion of discussion of some target so the Board understands what that cut would mean.

Paul Messner thought that sharing information was important for the whole County not just individual departments. Important to avoid the problem of one department making cuts that means transferring the problem and jobs to another department.

Delilah George mentioned that San Juan County had an outside evaluation on many of the functions of the departments, and that looked at everything from security to payroll and went through several different functions and some possible functions that might be out-sourced. She agreed to provide a copy of the report for the Board.

Betty Kemp noted the many different functions under GSA. She was not in favor of zero based budgeting, in her case, a huge task, when she is already aware of efficient operating and what it takes to get the job done.

Dick Toft stated that managers know they have to make decisions down the road and those decisions need to be made as soon as possible as it does make a difference whether an employee knows in July or December if they need to look elsewhere for a job.

Commissioner Thorn as far as hiring a management consultant did not necessarily agree; people inside know best what they do and each have their own department's interest and dedication at heart. Ideas Ms. Caryl mentioned are examples of the type of data departments should have available at budget workshops. One step taken as far as hiring is the Board agreed not to entertain any new reclassifications. As far as return on investment calculations, some selected investments may make sense. With regard to levels of service, what he is looking for is how we compare to other counties i.e. how many prosecutors per 100,000 or how many deputy sheriff's per 100,000, or accountants per 100,000. He sees as an outcome, a well-justified conclusion of what has to be cut, then going to the public at some point to indicate what will have to happen as a result of funds available. He thought it would make sense to have more than one budget hearing; did not see there would be just one meeting with any one department, there will be several.

Commissioner McDowell suggested that if departments have some ideas about internal relationships, for example, law and justice departments, a joint meeting with that group would be in order, but agreed that would be something internal, not from an outside consultant. County wide hiring freeze could have some real problems for smaller departments, but he did encourage the larger departments to follow the Sheriff's example and not hire replacements while the matter was being considered. He thought it was important to have zero based budgeting, and worthwhile for all departments to tell the Board where the cuts would be and what those cuts would impact - a sort of prioritized list of where cuts would be.

The Chairman stated that as departments think of the requirements of the particular office and how cuts might be made, it is not that every department needs to take 11% cut at this point, rather it could be that cuts can be made in one department 15% and lower in another.

Commissioner Thorn thought it a mistake to lock in on a specific percent since every department is unique. If some re-organization makes sense that may save some money there needs to be some general dialogue with an open mind about how a department operates, and what is the philosophy of the operation. Revenue increasing is not off the table, but the public would have to be asked about that. He liked the Assessor's offer and format proposed. The Board should not dictate format; it should be "cook's choice" in this budget process.

One of the questions Chairman Shelton posed to the Auditor was about outsourcing sales of licenses. Ms. Sinclair answered that had been considered and has not been done because it is a question if there is not an experienced person with expertise within the Auditor's Office, how will subagents reliably find that information.

All the criminal justice departments represented agreed they would meet and come to the Board by March 11th with an informational report

Follow-up:

1. Budget Workshop scheduled March 11, 2001 at 1:30 p.m.
1:30 Assessor ; 2:30 Criminal Justice Group – report

2. Budget Director was asked to do a quick projected revenue budget for next year.
3. Schedule for budget workshops to be developed for the first three Mondays of each month beginning at 1:30 p.m., and some second and fourth Wednesdays, as needed.

EXECUTIVE SESSION

The Board met in Executive Session at 3:30 p.m. to discuss with legal counsel representing the agency litigation or potential litigation as allowed under RCW 42.30.110(1)(i). The Chairman estimated the meeting would last approximately one-half hour and did not anticipate an announcement to follow in open public session.

There being no further business to come before the Board at this time, the meeting adjourned at 4:15 p.m. Notice: Island County offices will be closed Monday, February 18, 2002, in observance of Presidents Day. The next regular meeting of the Board will be February 25, 2002 beginning at 11:30 a.m. .

BOARD OF COUNTY COMMISSIONERS ISLAND COUNTY, WASHINGTON

Mike Shelton, Chairman

Wm. L. McDowell, Member

William F. Thorn, Member

ATTEST: _____
Elaine Marlow, Clerk of the Board