

**ISLAND COUNTY COMMISSIONERS - MINUTES OF MEETING
REGULAR SESSION - MAY 13, 2002**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on May 13, 2002, beginning at 9:30 a.m. in the Island County Courthouse Annex, Hearing Room, Coupeville, Wa., with Mike Shelton, Chairman; Wm. L. McDowell, Member, and William F. Thorn, Member, present. Minutes from the meeting of May 6, 2002 were approved by unanimous motion of the Board.

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.)
#124039-120300\$469,153.77.

EMPLOYEE SERVICE AWARD

Mary G. Welshans Assessor's Office 20 Years
Judy W. Pocock Sheriff's Department 5 years

EMPLOYEE OF THE MONTH AWARD FOR APRIL

Arjay McLees, member of the Camano Road Crew, was selected as **Employee of the Month for April**.

APPOINTMENTS TO WATER RESOURCE ADVISORY COMMITTEE

The Board, by unanimous motion, appointed the following to the Island County Water Resource Advisory Committee WRAC refilling existing vacancies within Commissioner District #3 for terms specified as follows:

Larry Bach, Camano Island May 17, 2004
David L. Livengood, Camano Island May 17, 2003

CZM310 GRANT AGREEMENT BETWEEN THE STATE DEPARTMENT OF ECOLOGY AND ISLAND COUNTY-NORTHWEST STRAITS PROJECT

By unanimous motion, as provided for the Board's approval via memorandum May 6, 2002, from Don Meehan, WSU, the Board approved CZM310 Grant Agreement #G0200308 [RM-EXT-02-0034] between the State Department of Ecology and Island County for the Northwest Straits Project MRC Nearshore Projects Phase III in the amount of \$50,000 for the period March 1, 2002 through February 28, 2003.

RESOLUTION AUTHORIZING APPLICATION FOR ALEA GRANT TO PURCHASE PROPERTY ADJACENT TO UTSALADY BOAT RAMP

As presented and recommended by Lee McFarland, Assistant Director, GSA, the Board by unanimous motion approved Resolution #C-38-02 authorizing submittal for funding assistance for an Aquatic Lands Enhancement Account (ALEA) project to the State Department of Natural Resources. The purpose is to purchase property, 323' of no bank waterfront adjacent to Utsalady Boat Ramp on Camano Island. Fifty percent match will be submitted to Conservation Futures for next year's cycle, and the Department of Fisheries contacted for any assistance they may be able to provide.

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

**IN THE MATTER OF THE BOARD OF ISLAND)
COUNTY COMMISSIONERS AUTHORIZING)
APPLICATION FOR FUNDING ASSISTANCE) RESOLUTION NO. C-38-02
FOR AN AQUATIC LANDS ENHANCEMENT)**

**ACCOUNT (ALEA) PROJECT TO THE)
DEPARTMENT OF NATURAL RESOURCES)**

WHEREAS, under the provisions of Chapter 79.24.580, RCW, state funding assistance has been authorized and made available to aid in financing the cost of land and the construction of facilities for public access to, and enhancement of, state-owned aquatic lands, and

WHEREAS, Island County considers it in the best public interest to acquire waterfront property and associated tidelands generally located on Camano Island at Utsalady Bay in Saratoga Passage, and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners, Island County, Washington:

1. That Island County be authorized to make formal application to the Department of Natural Resources,
2. that any fund assistance so received be used in the acquisition and restoration of a 323 frontfoot waterfront property and associated tidelands on Camano Island at Utsalady Bay in Saratoga Passage.
3. that Island County's 50% matching share for the project will be derived from the Conservation Futures Fund prior to execution of the grant agreement,
4. that any property acquired with financial aid through the Aquatic Lands Enhancement Account be maintained for the purpose of habitat protection and/or public access in perpetuity and in accordance with the terms of the grant agreement approved by the Department of Natural Resources,
5. that any developed facilities financed through the Aquatic Lands Enhancement Account be maintained by Island County for 25 years or longer,
6. that this resolution become part of a formal application to the Department of Natural Resources, and
7. that adequate notification has been given and opportunity provided for public input.

ADOPTED this 13 day of, 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

PUBLIC INPUT OR COMMENTS

Eric Gerber, Oak Harbor, a member of the Oak Harbor City Council, was interested in several issues:

Solid Waste interest transferred into the County's general fund account, interested in the subject inasmuch as the same issue has come up at the City Council and citizens have inquired how that works. He is aware with some of the legalities and court cases involved, and just asked that in the future if there is further information that be passed on to him.

Parks Department Budget Workshop. When looking at parks staff, it has always been a good bang for the dollar on seasonal or part time employees, but generally the first thing cut in order to not lay off full time employees. If times are very tough he encouraged that the Board think of it as a dollar for dollar i.e. the amount of work out of a particular individual, and take a good look at the part time staff.

Mr. Gerber offered his services in the future as a volunteer to serve on any committees or boards in areas where his experience or interests match the opening.

The Commissioners advised that there was a meeting scheduled May 24th in Olympia to discuss the Attorney General's informal response to a Senator on the interest issue and more fully explore the Attorney General's opinion and whether or not it refers to interest earned on any special fund or whether it applies only to gas tax portion of the road fund.

CONSULTANT AGREEMENT # PW0220-29 - SKILLINGS

CONNOLLY, INC.; CAMANO HILL ROAD WIDENING

The Board approved, by unanimous motion, as recommended by Bill Oakes, Public Works Director, Consultant Agreement #PW0220-29 with Skillings Connolly, Inc., for the Camano Hill Road Widening project under CRP 02-04, Work Order #176. Total project budget is about 2.3 million; maximum payable under this agreement is \$418,253.08.

CONSULTANT AGREEMENT #SW-02-0039 - PERTEET ENGINEERING, INC.; COUPEVILLE SOLID WASTE FACILITY ACCESS/CIRCULATION STUDY

The Board by unanimous motion approved Consultant Agreement #SW-02-0039 with Perteet Engineering, Inc., for the Coupeville Solid Waste Facility Access/Circulation Study in the amount of \$16,400.

**QUIT CLAIM DEED CAMANO ISLAND REALTY, INC.;
PLAT OF EVERGREEN ACRES, DIVISION NO. 1**

Based on recommendation of the Public Works Director the Board by unanimous motion, approved a Quit Claim Deed from Camano Island Realty, Inc., Parcel S6590-00-00010-0, Plat of Evergreen Acres, Division No. 1, associated with the East Camano Drive/Cross Island Road, Camano Island, under Work Order #279 in the amount of \$200.00.

RESOLUTION #C-39-02/R-15-02 AUTHORIZING CALL FOR BIDS FOR EAST CAMANO DRIVE/CROSS ISLAND ROAD/ARROWHEAD ROAD

The Board by unanimous motion approved Resolution #C-39-02/R-15-02 in the matter of Authorizing Call for Bids For East Camano Drive/Cross Island Road/Arrowhead Road, CRP 99-07, Work Order #279, with bid opening June 4, 2002 at 11:30 a.m. in Meeting Room 2, Courthouse Annex, Coupeville.

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

IN THE MATTER OF APPROVING PLANS &
SPECIFICATIONS AND AUTHORIZING) RESOLUTION NO. **C-39-02**
CALL FOR BIDS FOR EAST CAMANO DR./) **R-15-02**
CROSS ISLAND ROAD/ARROWHEAD RD.,)
CRP 99-07, WORK ORDER NO. 279)

WHEREAS, sufficient funds are available in the Island County Road Fund for construction of East Camano Drive/Cross Island Road/Arrowhead Road, **NOW THEREFORE,**

BE IT HEREBY RESOLVED that the Plans and Specifications are approved and the County Engineer is authorized and directed to call for bids for furnishing said construction. **Bid Opening is to be the 4th day of June, 2002 at 11:30 A.M. in Meeting Room 2, Courthouse Annex, Coupeville.**

ADOPTED this 13th day of May, 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

HEARING HELD: ORDINANCE #C-25-02 (PLG-004-02) AMENDING ICC 17.03.210 TO CONSOLIDATE RECENTLY ADOPTED SITE COVERAGE VARIANCE PROVISIONS AND HEIGHT VARIANCE

PROVISIONS INTO A SINGLE ORDINANCE.

-
At 10:35 a.m. as scheduled and advertised, a Public Hearing was held on Ordinance #C-25-02/PLG-004-02 Amending ICC 17.03.210 to consolidate recently adopted site coverage variance provisions and height variance provisions into a single ordinance [as introduced on 4/1/00 GMA #7237].

Phil Bakke, Planning and Community Development Director, and Jeff Tate, Assistance Director, made the presentation and were prepared for any questions. At the time of hearing no one in the audience requested to speak either for or against the proposed Ordinance.

By unanimous motion, the Board adopted Ordinance #C-25-02/PLG-004-02 Amending ICC 17.03.210 to consolidate recently adopted site coverage variance provisions and height variance provisions into a single ordinance. [Ordinance as adopted GMA # _____]

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

IN THE MATTER OF AMENDING ICC 17.03.210)
TO CONSOLIDATE RECENTLY ADOPTED SITE) ORDINANCE C-25-02
COVERAGE VARIANCE PROVISIONS AND) PLG-004-02
HEIGHT VARIANCE PROVISIONS INTO A)
SINGLE ORDINANCE)

WHEREAS, on January 7, 2002 the Board of Island County Commissioners adopted Ordinance C-162-01, PLG-022-01 that amended ICC 17.03.210 to incorporate site coverage variance standards into the Zoning Ordinance; and

WHEREAS, on January 7, 2002 the Board of Island County Commissioners adopted Ordinance C-164-01, PLG-025-01 that amended ICC 17.03.210 to incorporate height variance standards into the Zoning Ordinance; and

WHEREAS, environmental review for Ordinances C-162-01 and C-164-01 was conducted in accordance with the provisions of WAC 197-11 prior to their adoption; and

WHEREAS, neither ordinance referred to the other and subsections were added with the same numbering but different contents which would be confusing if not consolidated; and

WHEREAS, this ordinance consolidates the two prior ordinances and renumbers the subsections so as not to be confusing; and

WHEREAS, consolidation of the variance language that was adopted in Ordinances C-162-01 and C-164-01 is technical in nature and will not result in any substantive amendments to ICC 17.03; and

WHEREAS, because environmental review has already been conducted and because the proposed amendments are technical in nature, pursuant to WAC 197-11-800(20) this ordinance is exempt from SEPA; **NOW, THEREFORE,**

IT IS HEREBY ORDAINED that the Board of Island County Commissioners hereby adopts clarifying amendments to ICC 17.03.210 attached hereto as Exhibit A. Material stricken through is deleted and material underlined is added to ICC 17.03.210 as if it existed prior to adoption of Ordinance C-162-01, PLG-022-01 and Ordinance C-164-01, PLG-025-01.

Reviewed this 1 day of April, 2002 and set for public hearing at 2:35 p.m. on the 22 day of April, 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

Rescheduled this 22 day of April 2002 and set for public hearing on May 13, 2002 at 10:35 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

APPROVED AND ADOPTED this 13 day of May, 2002.

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

ATTEST:
Elaine Marlow, Clerk of the Board

APPROVED AS TO FORM:
David L. Jamieson, Jr.
Deputy Prosecuting Attorney
& Island County Code Reviser

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

BUDGET WORKSHOP

Budget workshop began at 1:30 p.m. to review and discuss how the budget shortfall for 2003 could be addressed within the GSA/BOE/Parks/Emergency Services/Insurance Reserve/Motor Pool/Cornet Bay Dock/ Animal Control/Veterans Assistance/County Fair/Family Resource Centers; budgets, and Capital Project funds: Courthouse Expansion/Juvenile Detention/Community Mental Health Facility/Capital Improvements/Capital Facilities/Conservation Futures. The workshop was preliminary only and no decisions made.

The Budget Director, and several Elected Officials, Appointed Department Heads and staff attended. Copies of hand-outs are on file.

GSA/BOE/Parks/Emergency Services/Insurance Reserve/Motor Pool/Cornet Bay Dock/ Animal Control/Veterans Assistance/County Fair/Family Resource Centers – Oak Harbor, South Whidbey & Camano

Presentation by: Betty Kemp; Lee McFarland
Hand-out: General Services Administration Budget Presentation

Organization Chart displayed on the overhead. Staffing: Director, Assistant Director, Program Coordinator, Emergency Services Deputy Director, Public Defense Administrative Assistant, GSA Administrative Assistant, GSA Administrative Assistant, Risk Assistant, Parks Techs – Whidbey (2) and Camano (1); Seasonal – Whidbey (2) 1 – 8 month; 1 – 4 month.

County Parks Systems

Parks facilities, including beach access areas, are major functions of General Services Administration. Island County parks continue to serve Island County residents and off Island visitors; every year the demand increases and management of the park system is a high priority. A map was displayed giving an update and location of the facilities within Island County including several beach access areas for both Islands, a total of 42 properties. Detail was provided

to describe each of the park facilities, the property/acreage involved and a complete description as far as maintenance requirements.

Property Management

Ever increasing work load as the County acquires more property, builds more buildings and leases more property. Conservative estimate of time devoted by the Assistant Director is 30-40% and with significant clerical staff time. In addition to mandated responsibilities under ICC, a brief overview of the duties and responsibilities under Property Management was provided associated with 215 County-owned properties; 45 tax title properties and 120 buildings.

GSA Administrative Support

Motor Pool [replacement cycle] Summary of duties, responsibilities described. Current Expense Vehicle Replacement Schedule 2003 – 2008. Big “hit” will come in 2005 at the cost of \$153,000, not including Sheriff’s vehicles. Sheriff’s vehicles recommended for replacement for 2003 total 5 detective vehicles and 8 patrol vehicles for a total of \$360,000.

Board of Equalization RCW 84.40; 84.48; 84.08; WAC 458-14

Seven member board. GSA supports the BOE with a Clerk; duties & responsibilities outlined. [Petition history provided for the assessment years 1997 through 2001]

Veterans Review Assistance RCW 73.08

GSA provides Coordinator for the Veterans Review Assistance Committee. VARC reviews all claims and provides a recommendation to the Board. Coordinator also represents the County at the County Veterans coalition. [Number of claims filed for years 1997 to date reported]

Contract Administration

Service contracts in excess of \$5,000 are reviewed by the Prosecuting Attorney and Risk Manager for general review, review of the contract form and risk and insurance provisions. All service contracts are submitted to the Risk Manager for review. GSA monitors contracts for services and Interlocal agreements, i.e.; WAIF, CASA, Animal Control for Whidbey and Camano Island, Skagit County Burn Permit Interlocal Agreement, Olympic Security and all public defense contracts. [statistics provided]

Fire Permit Program

October 2001 Ordinance # C-117-01 adopted establishing Outdoor Burning Permit and Enforcement Program RCW 70.94. Island and Skagit counties entered into an Inter-local Agreement to share in the expenses. Northwest Air Pollution Authority provides dollars to assist with the funding. [note see new brochure from NWAPA dated March 2002]

Insurance Reserve

Island County joined the Washington Counties Risk Pool in July of 1989, signed a Membership Compact in October 1, 1999 that places “best risk management practices” on the Counties. July 1990 Island County joined the Industrial Insurance Retrospective Rating Agreement with Washington State Association of Counties. This program has proven to be a favorable program for the County.

Safety

Goal is to ensure that the County provides a safe and healthful workplace for its employees and members of the public who use County’s facilities. Responsible for coordinating the various functions of the County Safety and Loss Control Manual. Responsibilities and duties include, for example: annual inspection of all County facilities; establish a Central Safety Committee IAW WAC 296-24-045; Develop and administer programs to insure compliance with WISHA directives; Investigate and report on accidents as directed by the County Risk Manager; training [i.e. defensive driving, CPR/First Aid, meth lab training, fire safety, hearing preservation, violence in workplace, respiratory protection and bloodborne pathogens]; new employee orientation re safety; ensure departments have necessary safety equipment. L&I Loss Control Consultants have advised that an entity of Island County’s size requires a full time safety officer; that goal has not been achieved.

Worker’s Compensation

for four (4) days a week [some off Fridays, others on Mondays for example]. Too preliminary to bring anything to the table as far as the Fair.

GSA staff directed to:

- review with the Board the County's vehicle policy with recommendations to tighten that policy; inventory the numbers of cars that are assigned to departments and specific employees [Note Prosecutor states his office does not need a dedicated vehicle]. Ask each department to report to Lee each car that is permanently assigned to that department, to what individual and those who have use of vehicles to and from work, etc.
- consider checking into less expensive vehicles for replacement vehicles rather than just off the State Contract
- check whether or not the courts have any leeway to increase fees/fines to add the cost of security

Capital Project funds: Courthouse Expansion/Juvenile Detention/Community Mental Health Facility/Capital Improvements/Capital Facilities/Conservation Futures

Presentation by: Bill Oakes

Hand-out: Draft Proposed Schedule of Capital Expenditures 2003 – 2008

Draft Proposed Schedule 2003-08 Capital Expenditures by Funding Source

Draft Proposed Schedule 2003-08 Capital Expenditures by Year

Draft Proposed Schedule 2003-08 Capital Expenditures –Parks Dept.

The Capital Improvement Plan [CIP] and Transportation Improvement Plan [TIP] are for six years per RCW. Overhead transparencies displayed the vision and mission of the Public Works Department. Revenue assumptions were outlined.

Capital Improvement Plan 2003

Mr. Oakes reviewed and provided details on each item listed in the CIP for 2003. An important note was that in looking at the revenue stream for REET 1 and 2, he estimated being able to realize a \$300,000 reduction from 2002 Current Expense Fund. At this point, however, a caution was noted by the Budget Director that the bid on the annex remodel has not come back, scheduled to occur in about 3 months.

Juvenile Detention Facility. Looking at completion of construction in 2004. In reviewing the cash flow left to run the facility once built [\$373,000 through 2004], the Commissioners were of the opinion that it not be built before the County collects the tax dollars sufficient to operate it. The 1/10th of 1% sales tax is probably not adequate to operate the facility in 2004 [marginal] and there needs to be dollars adequate to operate the facility in the year it is built.

Nursing Building Remodel/Expansion. Commissioners propose further discussion and consideration of potential delay for a year [\$120,000] would help ensure cash flow.

Johnson Building Removal. The Commissioners propose to donate the property w/Johnson Building to the Town of Coupeville for expansion of the town park at that location; donation would be as is and removal of the building would be up to the Town. If the Town for whatever reason does not want the property, the County would then demolish the building and do any remediation, if any is necessary, and put the property up for sale.

Transportation Improvement Plan 2003

Road program, including trails, is a large line item for 2003, some 65 line items for a total of 7.6 million. Mr. Oakes will review items in detail at an upcoming staff session, along with parks projects.

There being no further business to come before the Board at this time, the meeting adjourned at 3:25 p.m. The Board will meet in Regular Session on May 20, 2002, beginning at 9:30 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