

**ISLAND COUNTY COMMISSIONERS - MINUTES OF MEETING
REGULAR SESSION – AUGUST 5, 2002**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on August 5, 2002 beginning at 9:30 a.m. in the Law & Justice Facility, Department III (Courtroom 3), 101 N.E. 6th Street, Coupeville, Wa. Mike Shelton, Chairman; Wm. L. McDowell, Member, and William F. Thorn, Member, were present. By unanimous motion, the Board approved and signed the following minutes: July 19 and July 22, 2002.

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.) #128896-129249.....\$646,387.84.

HIRING REQUESTS & PERSONNEL ACTIONS

As presented by Terry Chevront, Human Resources Department, the Board by unanimous motion, approved the following personnel action authorizations:

Dept.	PAA #	Description	Position #	Action	Eff. Date
GSA	068/02	Risk Mgt. Adm. Asst.	1508	Replacement	8/5/02
Sheriff	069/02	Corrections Off.	4015.20	Provisional 120 days	8/5/02
Sheriff	070/02	Corrections Off.	4015.21	Provisional 120 days	8/5/02
Assessor	072/02	Appraiser I	108.03	New Position	8/1/02

CONTRACT WITH WASHINGTON STATE UNIVERSITY \$20,000 BEACHWATCHERS PROGRAM

The Board considered Contract #C13261 (RM-EXT-02-0049) proposed between Island County and Washington State University in the maximum amount of \$20,000. As explained by Don Meehan, WSU Extension Agent, in memorandum 7/4/02 and e-mail 7/5/02, this contract creates a mechanism to bring in from the University, funds that have been donated by various corporations to benefit WSU Beach Watchers Island County. WSU holds the funds donated by corporations on behalf of Beach Watchers, and in order for Island County WSU to access those funds, a contract between the County and WSU must be in place. With respect to an issue called to the Board's attention concerning the long term commitment provisions to get out of the agreement earlier, Mr. Meehan's interpretation of the Termination Clause is that either party may get out of the agreement with a 30-day notice: "III. TERMINATION. It is mutually agreed that either party may terminate this contract by giving notice in writing to the other party thirty days or more prior to the date of termination."

Chairman Shelton advised that he had an opportunity to discuss this with Mr. Meehan and concluded that paragraph III has an obvious escape clause. Commissioner McDowell agreed that item III would allow for either party to terminate. By unanimous motion, the Board approved Contract #C13261 (RM-EXT-02-0049) between Island County and WSU in the amount of \$20,000.

COUNTY DESIGNATED MENTAL HEALTH PROFESSIONAL APPROVED

Based on recommendation of the Island County Human Services Director, the Board by unanimous motion designated Matthew Goodheart as County-Designated Mental Health Professional, having met requirements of RCW 71.24 and WAC 275-57.

LIQUOR LICENSE #360483-3C ASSUMPTION – HAROLD'S GAY 90S PIZZA

Having received recommendations of approval from the Island County Sheriff and Health Department, the Board by unanimous motion approved Liquor License Application #360483-3C, Assumption, by Harold's Gay 90's Pizza, Freeland, Wa.

**ON-SITE REPAIR FINANCIAL ASSISTANCE PROGRAM - WASHINGTON STATE WATER POLLUTION
CONTROL REVOLVING FUND LOAN 2000 - HEINEMAN**

As submitted by the Island County Health Department through the On-Site Repair Financial Assistance Program with Washington State Water Pollution Control Revolving Fund Loan 2000, the Board by unanimous motion approved authorization for Whidbey Island Bank to accept payments tendered under Promissory Note and Deed of Trust to the Island County Water Quality Assistance Fund by Mrs. Virginia Heineman.

ISLAND COUNTY FAIR GRANT APPLICATION

Debbie Holbert, Acting Treasurer with the Island County Fair, requested the Board's approval to submit an Application for Special Assistance Grant Funds to the Washington State Department of Agriculture in the amount of \$13,255.82 with a 50% match from the Fair [both monetary and in-kind]. This involves a capital improvement project to repair, re-roof and replace the façade of the concession booths to alleviate current problems of roof leaks, puddled water inside, dilapidated condition of existing roofs. Requirement of the grant is that the work be completed first; then the Fair will be reimbursed. Because of the shortened application time requiring submittal by August 12th, she asked for approval today.

Chairman Shelton indicated that the Board could support the application for grant submittal, but reminded that if and when the Fair Board is awarded the grant, the contract between the County and the State must come to the County in a timely manner to allow sufficient time to go through the County's Contract Review Process prior to coming to the Board at public meeting. If there is an issue of timing of funds should the grant be approved, he thought that the County probably could work out an interfund loan until the Fair could be reimbursed through the grant.

By unanimous motion, the Board approved Application for Special Assistance Grant Funds by the Island County Fair with the Washington State Department Agriculture in the amount of \$13,255.82.

CLAIM FOR DAMAGES R02-020CD RUTH N. PAYNE

Betty Kemp, Director, GSA/Risk Management, presented recommendation in the matter of Claim for Damages #R02-020CD by Ruth N. Payne in the amount of \$2,648.92. Claim alleges that County sweeper caused dirt and gravel to fly, hitting her car while parked in her driveway. After investigation, both the County Engineer and Mrs. Kemp recommend denial of the claim. Based on staff recommendation, the Board by unanimous motion, denied Claim for Damages R02-020CD by Ruth N. Payne.

PUBLIC INPUT OR COMMENTS

Gail Barron, Highland Drive, Oak Harbor, expressed concern about the crisis in mental health care, specifically the lack of funding for brain disorders and how the Island community is being impacted. There is increasing incidence of brain disorder but it seems that with counseling, treatment and reinstatement into the community, funding always is an issue. Because there are so many changes in the environment related to health, a lot of brain disorder is brought on by chemical imbalance and many young people suffer from both drug abuse and mental issues. Because there is such an increase it cannot be ignored and needs to be addressed, and it starts with funding.

Chairman Shelton pointed out that the majority of funding for mental health issues in the State of Washington comes from federal sources funneled through the State, matched by State dollars and sent out to the various State networks such as NSRSN which Island County is a member of. The mental health system as it now exists is primarily designed to take care of people who are chronically mentally ill, and the prevention aspect does not get addressed very well. The Commissioners are aware of the issues Mrs. Barron brings up and sympathetic to those.

AMENDMENT A TO CONTRACT #EM03-0087 WASHINGTON STATE MILITARY DEPARTMENT FOR E911 OPERATIONS – EXTENSION OF TIME

On July 18 the County Commissioners received Amendment A to E911 Contract EM03-0087 from the Washington State Military Department and in telephone conversation with the State office July 29th, were advised that unless the amendment was processed and received by the end of July, it would not be approved. The amendment came about as a result of a request from the Director of I-COM to extend the current contract for E911 Operations FY2002 from June 30, 2002 to December 31, 2002 with dollar amount held over for the project \$15,000, to allow resolution of the issues with the new phone system. Because of the time sensitivity, the Chairman signed the Amendment July 31, 2002, in order that it be faxed that

date to the Washington State Military Department, and is presented today in order for the Board to ratify the Chair's action.

By unanimous motion, the Board approved and ratified the Chairman's action on July 31, 2002, signing E911 Amendment A to Contract EM03-0087 from the Washington State Military Department extending contract expiration date from June 30, 2002 to December 31, 2002 and carrying over for that period \$15,000.

HEALTH DEPARTMENT CONTRACTS APPROVED

The Board, on unanimous motion, approved the following Health Department contracts:

RM-HLTH-99-0072 Community Mental Health Services-Chemical Dependency Crisis Services, Contract #HS-12-01(2), a reduction of \$539 for new contract amount \$176,046;

RM-HLTH-01-0082 NW Educational Service District #189-Coupeville School Nursing Services, Contract #HD-10-01 (1), Amendment amount \$1630, for new contract total of \$13,100, approved by the Board of Health on 7/15/02 [additional nursing services];

RM-HLTH-99-0073 Catholic Community Services-Substance Abuse Treatment Contract #HS-11-01(3), Amendment amount reflects a reduction of \$2,652 for a new total amount of \$552,424.

GRANT APPLICATION TO WASHINGTON STATE ARCHIVES LOCAL RECORDS GRANT PROGRAM FY 2003

Suzanne Sinclair, Island County Auditor, presented grant application in the amount of \$19,761.00 to Washington State Archives for microfilming and sending for preservation the records of the Board of County Commissioners. The grant is requested to preserve minutes and proceedings of the Board of Island County Commissioners from 1853 through 2001. The records are permanent and archival, essential and of historical value. It does not involve matching funds from the County; grant awards will be made in January, 2003.

By unanimous motion, the Board approved the Auditor's submittal of an Application in the amount of \$19,761.00 to Washington State Archives.

INTERLOCAL REIMBURSABLE AGREEMENT BETWEEN ISLAND COUNTY AND TOWN OF COUPEVILLE

On presentation and recommendation by Bill Oakes, Public Works Director, the Board by unanimous motion approved Interlocal Reimbursable Agreement with the Town of Coupeville [Resolution #C-66-02/R-29-02] for work to be performed by the Public Works Department, Roads Division, for total cost not to exceed \$30,000.

STORMWATER MITIGATION AGREEMENT – HOLMES HARBOR GOLF AND YACHT CLUB DIVISION #8

Stormwater Mitigation Agreement by Sequoia Homes, Inc. for Lot 15, Block 5, Holmes Harbor Golf and Yacht Club Division #8 was approved by unanimous motion of the Board.

ADOPT A ROAD RENEWAL AGREEMENTS

By unanimous motion, the Board approved renewals for the following Adopt-A-Road Agreements:

Adopt-a-Road Renewal Agreement, Adams Road Community Association, Bush Point Road from Mutiny Bay intersection to Shipping View Lane;

Adopt-a-Road Renewal Agreement, Glynneden Gardens, Smugglers Cove Road from SR 525 to South one mile;

Adopt-a-Road Renewal Agreement, Central Whidbey Lions, Engle Road from City Limits to Fort Casey Road.

AWARD OF BID FOR COURTHOUSE EXPANSION AND IMPROVEMENT

PROJECT PHASE 3A: ANNEX REMODEL – ASBESTOS ABATEMENT

Based on recommendation of the Public Works Director, the Board by unanimous motion awarded bid to the low bidder, Thermatech Northwest, Inc., for the Island County Courthouse Expansion and Improvement Project Phase 3A, Annex Remodel – Asbestos Abatement, under Work Order #314, at the base bid price of \$23,789.00, and State Sales Tax \$1,974.49.

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BUDGET WORKSHOP

The Commissioners convened at 10:45 a.m. in Budget Workshop to consider and review revenue and expenditure projections for 2003 and review and determine specific budget reductions for 2003. In addition to the Commissioners and Budget Director, others in attendance included a number of Elected Officials, Appointed Department Heads and staff; and four citizens.

At the July 19th budget session, the Budget Director requested and was granted an opportunity to review figures to date. Current figures were presented at this time in handouts dated 8/2/02. Revenue Update versus expenditures now comes to a deficit of \$821,527. The figures do not take into account any COLAs, M&O or capital increases over prior year. Ms. Marlow gave a summary to indicate where changes had been made:

- Recalculated health insurance for a \$60,000 savings [employees changing plans]
- Auditor recording fees line 36 - revised - +\$90,000
- Treasurer's revenue recalculated which made a big difference
- District Court – down by \$100,000
- Significant increase in Clerk collections for child support – approximately \$40,000
- Increase jail room and board by about \$23,000
- Other small lines that increased.
- Planning line item 75 voided [funds will be used by the end of this year]
- Line 108 [placeholder–depends on any positions that might have reduced hours or be terminated - Public Works' contribution towards those position might have a negative impact on current expense]

The matter was brought forth about considering a potential decrease in PERS employer contributions now estimated in the 2003 budget at 3%.; LEOFF at 4%. Current actual rate is 1.3%; however, during 2002 that rate changed twice already upward. Board consensus: go with 2.3%, but leave LEOFF % as is at 4%.; this brings the deficit down another \$50,000.

Using the July 15, 2002 hand-out outlining the individual Commissioner proposals, the Board went through line by line, noting those items where consensus has been reached:

Assessor	\$ 36,000	1 FTE
Civil Service Comm.	-0-	
Central Services	25,850	M&O
Telecommunications	25,000	Server Upgrades
Clerk	7,000	M&O
Commissioners	17,000	.5 FTE
Coroner	1,175	Reduce Labor Consultant 5%
District Court	-0-	
Extension Service	30,000	1 FTE
Human Resources	12,500	Fund more adm. Costs to grants
Juvenile Court	3,500	Eliminate Remainder EAP
LEOFF Board	42,000	1 FTE
Planning	13,230	LEOFF retirees pay 15% premiums
Public Defender	-0-	
Sheriff/Jail	25,000	.5 FTE Adm. Asst.
Superior Court	55,000	1 FTE Deputy
Treasurer	2,000	Extra Help Line
	20,000	.5 FTE

Insurance Reserve Transfer	35,000	Reduce IBNR
Commissioners Contingency	50,000	Reduce to \$50,000
Termination Contingency	50,000	Eliminate funding

Animal Control All three Commissioners initially had different recommendations for reductions as indicated on the 7/15/02 handout. With the number of incidents that occur, Commissioner Thorn did not believe animal control should be reduced. He envisioned some savings through combining the Animal Control with the shelters. Betty Kemp suggested that was a matter that needed further review, noting too that Animal Control is mandated and if cut back, would impact the Sheriff's Department. The Chairman acknowledged that by cutting Animal Control by 5% the level of service people will experience will be less than it used to be; however, every level of service in Island County is going to suffer because of budget cuts. Betty Kemp reviewed the contracts and termination clauses. Total of the four contracts: \$169,200. Chairman arrived at \$8,460 reduction or 5%.

Motion made by Commissioner McDowell and seconded by Commissioner Shelton carried by majority vote to reduce the total Animal Control budget by 5% for a total of \$8,460.00. Motion carried by majority vote; Commissioner Thorn opposed.

Auditor's Budget. Two Commissioners recommended a cut of 1.5 FTE equal to \$58,000 initially; one recommended at the high end a cut of \$8,000 and low at \$5,000 to be determined by the Auditor. Commissioner McDowell moved that the Board reduce the Auditor's budget by 1 FTE equal to \$38,000. Motion carried by majority vote; Commissioner Thorn opposed.

Budget Director. Commissioner Thorn moved that the position of Administrative Assistant shared by the Budget Director and Human Resources be reduced by \$4,000. Motion died for lack of a second.

Office Equipment. Motion made and seconded to reduce Office Equipment Purchases by \$28,629.00, carried by majority vote; Commissioner Thorn opposed.

Commissioners. The Commissioners agreed to reduce licensing function at the Camano Annex. Suzanne Sinclair, Island County Auditor, commented on how the discussion with DOL was progressing and finding an alternative licensing agent on Camano Island. In correspondence from DOL on initial review it looks good and the proposal forwarded to the Assistant Director for determination. Mrs. Sinclair believed that the Board could, with 95% certainty, put a subagent on Camano Island. Though there had been a proposed figure of \$54,000, Chairman Shelton proposed that be \$40,000 based on explanation and clarification received from Joyce Kasperson, Office Manager, Camano Annex, about what she believes it will take to run the Annex absent licensing. Commissioner Thorn was supportive of that, only because the licensing function would stay on Camano Island.

The Chair suggested cutting the \$600/mo. car allowance to \$300/mo. which would equal a savings of \$10,800. Car allowance impacts Commissioner Thorn fairly heavily, with 20,000 miles since December; he was willing to cut back on travel to WSAC functions, etc. to compensate for that rather than cutting the car allowance.

Commissioner McDowell moved that \$5,000 be cut from Commissioners Car Allowance and Travel, and that the Board at staff session come to an agreement insofar as the dollar split between car allowance and travel. Motion, seconded by Commissioner Thorn, carried by majority vote; Chairman in opposition, believing \$5,000 not enough.

Extension Service, WSU. Commissioner Thorn called attention to the fact that these programs are very small but very intimately intertwined with the community, such as 4-H, and he was reticent to make any other cuts other than \$12,500 for funding more administrative costs to grants.

Commissioner McDowell moved approval of a \$29,000 reduction on line #51 eliminating 1 FTE; and \$7,500 on line #52 to eliminate WSU faculty position. Motion, seconded by Commissioner Shelton, carried by majority vote; Commissioner Thorn opposed.

GSA/Parks. Discussion here focused on elimination of an 8 month and/or 4 month parks position. The maximum consideration for the Chairman was one or the other, and he suggested the 8 month position for a total savings of \$23,000. Commissioner Thorn agreed, but noted that he still was desirous of looking at the potential for reorganization.

By unanimous motion the Board eliminated the 8 month parks position line item #58.

With the above reductions, cuts today totaled \$629,844. The Board then gave further consideration, discussion and review, to proposed cuts in Current Expense funding for the Health Department, Maintenance Department, Prosecuting Attorney and Senior programs.

Maintenance. The question of eliminating .5 FTE from the Maintenance Department was considered. Concerns were voiced about doing so in light of the increasing County campus to be maintained. Several Elected Officials were willing to empty their own trash cans to a container, and vacuum if one is made available to them. It was noted too that most departments could have trash cans emptied every second or third day rather than every day. Others brought to light the added cleaning and maintenance responsibilities coming up: when the Annex remodel is complete; and when a Juvenile Detention Facility is built.

Health Transfer from Current Expense. Proposals ranged from a 5% (\$30,000), 10% reduction (\$60,000) to an overall reduction of \$27,334 to a low of \$15,181. Commissioner Thorn was willing to reduce the amount by 5% overall, and not reduce or eliminate the Healthy Families Program or Birth to 3 Program. Chairman Shelton was willing to agree with a \$60,000 cut.

Prosecutor. Commissioner McDowell had earlier suggested that the cut here not be made for the reason: he recalled why a person had been added to that office previously.

Senior Programs. Chairman Shelton commented that a 5% reduction or \$10,500 would be spread over the three senior agencies. It is not something he or the other Commissioners would choose to do and they all recognize the importance of senior programs; however it is not a good budget year and that amount spread three ways will be a small impact.

By unanimous motion, the Board made the following cuts:

Prosecutor	\$60,000	1 FTE D.P.A.
Health	\$60,000	Reduction in Current Expense Transfer
Maintenance	\$13,000	.5 FTE

Commissioner McDowell moved that under Miscellaneous Budget, senior programs be reduced across the board by 5% for a total reduction of \$10,500. Motion, seconded by Commissioner Shelton, carried by majority vote; Commissioner Thorn opposed.

Budget Cut Recap:

<u>Department</u>	<u>2003 Budget Cuts</u>	
	<u>\$ Amount</u>	<u>Description</u>
Assessor	36,000	1 FTE
Auditor	38,000	1 FTE
Budget Director	-0-	
Central Services	25,850	M&O
	25,000	Server Upgrades
Telecommunications	7,000	M&O
Office Equipment	28,629	Office Equipment Purchases
Civil Service Comm.	-0-	
Clerk	17,000	.5 FTE
Commissioners	40,000	Camano Annex – Licensing
	5,000	Commissioners Car & Travel
	1,175	Labor Consultant Contract 5%

Coroner	-0-	
District Court	30,000	1 FTE
Dog Control	8,460	5% reduction across the board all contracts
Extension Service	29,000	1 FTE Clerical
	7,500	WSU Faculty Position
	12,500	Fund more admin. Costs to grants
GSA	23,000	8 mo. Parks Position
Human Resources	3,500	Eliminate Remainder EAP
Juvenile Court	42,000	1 FTE
LEOFF Board	13,230	LEOFF retirees pay 15% premiums
Maintenance	13,000	.5 FTE
Senior Services	10,500	5% reduction across the board all programs
Planning	-0-	
Prosecutor	60,000	1 FTE DPA
Public Defender	25,000	.5 FTE Adm. Asst.
Sheriff/Jail	55,000	1 FTE Deputy
Superior Court	2,000	Extra Help Line
Treasurer	20,000	.5 FTE
Health Department Transfer	60,000	Reduce C.E. Funds by \$60,000
Insurance Reserve Transfer	35,000	Reduce IBNR
Commissioners Contingency	50,000	Reduce to \$50,000
Termination Contingency	<u>50,000</u>	Eliminate funding
	\$773,344	

The Chair pointed out that while the 2003 budget would not be adopted until some time in the future, the Board had committed to Elected Officials and Department Heads to conduct these initial workshops early on in order to plan for the future. In terms of M&O and Capital line items for Current Expense Departments, the Board will schedule workshops in September and October for those items. County budgets not a part of Current Expense, such as Public Works, will be scheduled for full budget workshops during that time.

There being no further business to come before the Board at this time, the meeting adjourned at 12:10 p.m. The next regular meeting of the Board is scheduled for August 12, 2002, 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