

**BOARD OF ISLAND COUNTY COMMISSIONERS
MINUTES OF MEETING – SEPTEMBER 9, 2002**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on September 9, 2002, 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: August 26 and 28, 2002.

VOUCHERS AND PAYMENT OF BILLS

The Board by unanimous motion withheld from payment Voucher #241668 in the amount of \$56.33 and #241684 in the amount of \$37.52 for further review, and approved the following vouchers/warrants for payment: Voucher (War.) #130909-131247. \$930,349.68.

EMPLOYEE SERVICE AWARDS

Todd Burlington	09	1997	Assessor	5
Janice L. Ford	09	1977	Commissioners	25
Myron M. Gabelein	09	1972	Public Works/Road	30
Richard C. Jones	09	1992	Public Works/Road	10
Janet S. Kearsley	09	1992	Public Works/Watershed	10
Jill Wood	08	1997	Public Works/Road	5
James R. Kuenle	09	1997	Sheriff	5
Derik Piechowski	09	1997	Sheriff	5
Robert H. Elerick	09	1997	Superior Court	5

EMPLOYEE OF THE MONTH – AUGUST, 2002

Mindy Paredes was selected as the **Employee of the Month for August**. Mindy is the Administrative Assistant for the Human Resources and the Budget Director offices.

SPECIAL RECOGNITION

Phil Cohen, Storm and Surface Water Manager, Island County Public Works Department, received a letter of special recognition having recently received his license as a Geologist and Hydrogeologist.

**INTERLOCAL AGREEMENT - ISLAND COUNTY/CITY OF OAK HARBOR - SURPLUS PROPERTY
SALE RM-GSA-02-0060**

Interlocal Agreement between Island County and the City of Oak Harbor [RM-GSA-02-0060] for including County property [declared surplus under Resolution #C-73-02 on August 26, 2002] in the City’s annual auction was approved by unanimous motion of the Board as presented by Betty Kemp, Director, GSA.

**AMENDMENT A TO INTERLOCAL AGREEMENT - ISLAND COUNTY EMERGENCY SERVICES
COMMUNICATIONS CENTER (I-COM) E911 OPERATIONS FY 2002**

With Amendment A to E911 Contract EM03-0087 Washington State Military Department extending contract for E911 Operations FY2002 from June 30, 2002 to December 31, 2002 having been approved by the Board on August 5, 2002, the follow-on Interlocal Agreement between Island County and ICOM was approved by unanimous motion of the Board for FY2002 Operations extending date to December 31, 2002 [RM-BOC-01-0109].

**CONTRACT E03-009 BETWEEN WASHINGTON STATE MILITARY DEPARTMENT AND ISLAND
COUNTY FOR E911 FY-2003 OPERATIONS**

By unanimous motion, the Board approved Contract #E03-009 between the Washington State Military Department and Island

County for FY-2003 E-911 Operations in the amount of \$74,650.00 for the period July 1, 2002 to end date June 30, 2003 [RM-BOICC-02-0059].

**INTERLOCAL AGREEMENT BETWEEN ISLAND COUNTY
AND I-COM FOR FY-2003 OPERATIONS E-911**

Having approved the Contract with the Washington State Military Department, the Board by unanimous motion approved the follow-on contract with I-COM, Interlocal Agreement under Contract E03-009 for FY-2003 Operations E-911 [RM-BOC-02-0064] in the amount of \$74,650.00.

**CZM310 GRANT AGREEMENT BETWEEN WASHINGTON DEPARTMENT OF ECOLOGY AND
ISLAND COUNTY, NORTHWEST STRAITS PROJECT- MRC**

As presented by Don Meehan, WSU, the Board by unanimous motion approved CZM310 Grant Agreement #G0300006 between the State of Washington Department of Ecology and Island County, Northwest Straits Project: Marine Resources Committee Administration [RM-EXT-02-0056] funding the Marine Resources Committee administrative functions in the amount of \$10,000 for the period July 1, 2002 ending June 30, 2003.

**WASHINGTON STATE WATER POLLUTION CONTROL REVOLVING FUND LOAN AGREEMENT
BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY AND ISLAND COUNTY**

As transmitted by cover memo dated 9/5/02 from Tim McDonald, Health Services Director, the Board by unanimous motion approved Washington State Water Pollution Control Revolving Fund Loan Agreement Between the State of Washington Department of Ecology and Island County, Contract #L0300008 in the amount of \$300,000, approved by the Board of Health August 19, 2002 [RM-HLTH-02-0055].

SPECIAL OCCASION LIQUOR LICENSE - FORGOTTEN CHILDREN'S FUND

Having received recommendations of approval from the Island County Sheriff and Health Department, the Board approved Special Occasion Liquor License #092063 by Forgotten Children's Fund for an event to be held 9/14/02 at the M-C Ranch, 5264 Shore Meadow Road, Freeland, Wa.

**DRAINAGE EASEMENT – ISLAND COUNTY AND GREENWAY,
ET AL; EAST CAMANO DRIVE PHASE 2**

Bill Oakes, Public Works Director, presented for approval a Drainage Easement with Greenway, et. al, associated with East Camano Drive Phase 2, under work order #208, for Parcel R33107-358-1650, Sec. 7, Twp. 31, Rge. 3E., an easement which ties drainage from Short Road with Lehman Road intersection out to a suitable discharge, a no cost easement, benefiting property owner and the County.

By unanimous motion, the Board approved the Drainage Easement with Greenway, et. al, associated with East Camano Drive Phase 2, under work order #208, for Parcel R33107-358-1650, Sec. 7, Twp. 31, Rge. 3E.

**AWARD OF BID FOR ISLAND COUNTY COURTHOUSE EXPANSION AND IMPROVEMENT PROJECT
PHASE 3A ANNEX REMODEL-INTERIOR DEMOLITION**

Recommendation to award bid for Island County Courthouse Expansion and Improvement Project Phase 3A, Annex Remodel, Interior Demolition, work order #303, was brought to the Board by Mr. Oakes, for award to Hansen Brothers Construction, Inc., at base bid of \$79,000, plus sales tax of \$6,557.00, for total bid in the amount of \$85,557.00. The bid came in roughly \$5,000 below the Architect's estimate. Although this was the only bid received, there were three contractors who expressed interest and walked through the building in preparation to bid.

By unanimous motion, the Board awarded bid to Hansen Brothers Construction, Inc. for Island Courthouse Expansion and Improvement Project Phase 3A, Annex Remodel, Interior Demolition, for total bid amount of \$85,557.00.

CENTENNIAL CLEAN WATER FUND GRANT – CAMANO WATERSHED PROGRAM

Centennial Clean Water Fund Grant for the Camano Watershed Program #G0300038, [#PW0220-65] was approved by unanimous motion of the Board, as presented and recommended for approval by Mr. Oakes, and summarized in memo dated 9/4/02 from the Surface Water Manager.

ADOPT-A-ROAD LITTER AGREEMENT – BRIERLY INN

Adopt-a-Road Litter Agreement Renewal with Brierly Inn for Glendale Road from Cultus Bay Road to Humphrey Road, was approved by unanimous motion of the Board.

AWARD OF BID FOR CAMANO TRAIL PROJECT

As recommended by Mr. Oakes, the Board by unanimous motion, awarded bid to Island Construction Site & Utilities, Inc., the low bidder, for the Camano Trail Project under CRP #99-02, work order #161, in the total amount of \$72,559.48 including sales tax.

HEARING SCHEDULED: ORDINANCE #C-76 -02/ PLG-019-02 - ORDINANCE CONCERNING TECHNICAL AMENDMENTS TO ISLAND COUNTY COMPREHENSIVE PLAN FUTURE LAND USE PLAN MAP AND THE ISLAND COUNTY ZONING ATLAS

- Ordinance #C-76-02/ PLG-019-02 In The Matter of an Ordinance Concerning Technical Amendments to the Island County Comprehensive Plan Future Land Use Plan Map and the Island County Zoning Atlas was scheduled, by unanimous motion of the Board, for public hearing on October 7, 2002 at 10:30 a.m. [GMA #_____]

BUDGET WORKSHOP 2003

- The Board conducted the first in a series of final budget workshop sessions scheduled through October, beginning today at 11:15 a.m. in the Courthouse Administration Building Conference Room #116, located at 1 N.E. 7th Street, Coupeville. All Commissioners were present, along with Elaine Marlow, Budget Director.

Ms. Marlow provided last week for each Board member a Budget Workbook containing all the budget submittals from the various departments and funds in response to the 2003 budget call for revenue and expenditure budget summary worksheets. A hand-out was provided to summarize all cuts made during earlier preliminary budget workshops, along with a list of items not included at this point in the total figures. The public hearing for budget adoption will not occur until the first Monday in December.

Civil Service Commission - Budget Workbook page 12

Marie Taylor, Secretary, CSC, confirmed no change proposed from the preliminary budget workshop resulting in a \$1330 overall cut from M&O. No capital budgeted.

Human Resources - Budget Workbook page 48

Dick Toft, Human Resources Director, commented that S/W/B and M&O for 2002 at six months was about where it should be. Travel amount proposed for 2003 is the same as 2002. With EAP eliminated (\$3,517), should a situation arise where the service is needed for an employee, Mr. Toft will come to the Board to set the wheels in motion on an as needed basis.

The Board met in Executive Session under provisions of R.C.W. 42.30.140 (4) (a) relating to application of a labor agreement, from 11:40 to 11:45 a.m. and resumed again in open session at 11:45 a.m.

Treasurer – Budget Workbook page 105

Eliminated .5 FTE Deputy; M&O decreases of \$1,753. Page 108 shows what Maxine Sauter, Treasurer, requests for increases and the reason necessary: bank charges \$14,000; arbitrage consultants \$4,020; and postage \$2,000. Bank fees are being charged on daily balances if under two million [county warrants]. More can be earned by investing rather than keeping the two million dollar balance at Key Bank; i.e. although bank charges could be upwards of \$15,000 a year, if two million were

invested at 2% that would be \$40,000. As a cost savings item, she is considering eliminating mailing past due notices inasmuch as the County does extremely well in collections, with only 23 parcels in foreclosure. Ms. Sauter provided the Board with a September 8, 2002 memorandum as an update on the foreclosure sale. She agreed to look into whether or not Whidbey Island Bank charges the same fee and provide that information to the Board.

Treasurer's M&O Fund - Budget Workbook page 146

Budget set at \$56,233. This fund is restricted to expenditures on foreclosure proceedings. Treasurer's fees are lower than 2002 because of the lower number of parcels in foreclosure.

Commissioners – Budget Workbook page 16

Eliminated 1.0 FTE Licensing Clerk at Camano Annex; reduced labor consultant contract by \$1,175; each Commissioner's car allowance reduced by \$100 per month for a total reduction line item of \$5,000; Commissioners travel reduced by \$1,400. No capital equipment is budgeted. Staff is working with the Clerk of the Board and Records Manager with regard to a less costly yet effective method of preserving original Board of County Commissioner minutes, and a draft resolution is underway to update the prior resolution adopting rules and procedures for preparation and preservation of the minutes. There is discussion about whether to continue with the same employee service award program and alternatives will be reviewed.

LEOFF Disability Board - Budget Workbook page 58

The Board agreed to revisit action at an earlier budget reduction workshop to would at the beginning of the year that LEOFF I retirees pay a share of their health care insurance premiums as other employees are required, a savings of \$13, 830. A poll of other counties has shown none have that requirement and there is some question about implementation. Chairman Shelton will contact Dave Jamieson to meet with the Board at staff session before a final decision is made in this regard.

Central Services – Budget Workbook page 11

Cathy Caryl, Central Services Director, confirmed her Department met budget reduction as requested. Major cutbacks include: professional services, machinery and equipment, repairs and maintenance.

Telecommunications – Budget Workbook page 103

Overall reduction of \$7,102 accomplished by finding alternate options, such as: changing to DSL circuit which has saved some dollars. ISBN circuits and video conferencing are on Internet service rather than separate lines.

Office Equipment - Budget Workbook page 67

Cut from \$78,269 to \$50,000 for 2003. Ms. Caryl noted the need to review with the Board the requirements and priorities for the various departments as far as office equipment. Plans are that the connection at Camano Island will be included in the Courthouse Remodel in Coupeville. On the Camano side, underground will not work because of water lines, etc. She has not looked at the cost as far as the landing site, but the cost is going down – from early estimate of \$30,000 to \$35,000 to \$20,00 now. Once installed there will be a T-1 line fee. There is a long range plan, and the Board asked that Ms. Caryl make sure Stan Bradshaw has a copy, and that when he meets with Bill Oakes to talk about cost, point out that use of video conferencing would include: Board of County Commissioners, Planning Commission, Board of Health, County-wide training, etc.; also talk to him about Public Works' utilization as well.

Maintenance – Budget Workbook page 59

One full time custodian position reduced to .5 ft. While there is an increase by 4% for electricity, there is a reduction in garbage costs of \$4,000. The Budget Director will check into the line item remaining in Maintenance under utilities showing \$1,000 as far as whether there is a need for that, or appropriately combined into one of the line items in the Maintenance Budget. She will also double check what appears to be a reduction in the line item industrial insurance which may not be correct.

Commissioner Thorn mentioned to Mr. Messner the potential for considering sometime in the future combining of like jobs, for example: maintenance workers, laborers, parks techs, which would provide more cross-training, flexibility, back-up and how the County deals with maintenance, parks and public works, looking at it from the standpoint of overall efficiency in the County. The Commissioner would also like to see more work done through the use of prisoners.

Mr. Messner's personal opinion was that facilities would be better met by having the responsibility under one person.

Budget Director – Budget Workbook page 10

No change from prior budget reduction workshop. There could be some savings in legal notices inasmuch as legal ads automatically run in the Classified Ad section of both Whidbey News Times and South Whidbey Record.

Miscellaneous Budget - Budget Workbook page 63

The Miscellaneous budget items were reviewed by Elaine Marlow; of particular note:

- State Auditor line item has been increased to reflect what the actual cost is, which likely will be around \$3,000.
- Senior Centers – all to reflect the same cut in budget - 5%.
- NACO. Discussed whether that much was really gained through membership in NACO, but before any decision made, the Budget Director will look into whether NACO membership is a requirement in order for the employees to participate in NACO's retirement program.
- Water Conservancy Board – request that Bill Attwater come to a Staff Session with status report/future of Water Conservancy Board..

GSA – Workbook page 41 Emergency Services/Public Defense/Insurance Reserve/Motor Pool/Coronet Bay Dock/Animal Control/Veterans Assistance/County Fair/Family Resource Centers/Fire Permit Program

GSA has eliminated an .8 fte seasonal 8-month parks tech, as explained by Betty Kemp, along with an M&O reduction. She outlined unavoidable increases in the budget, such as leases to reflect CPI increases, utilities and forest patrol taxes.

South Whidbey Family Resource Center. The Catholic Community requests termination of lease before the expiration date. A letter has been written and GSA waiting for response.

- Motor Pool. Lee McFarland and Elaine Marlow have been working on the Motor Pool budget which includes 3 cars + truck for Current expense; 2 Sheriff Detective vehicles and 7 Sheriff Patrol vehicles.

Animal Control. Animal Control and Shelter contracts are being re-negotiated to reach a 5% reduction for a total of \$8,460 savings.

- Veterans Assistance. Elaine to double check whether or not we need to levy this year.

Natoli Property. Hoped to have been in a position to make some revenue in December but still in the permit process. There is nothing obstructing it, rather it is just a matter of how long it takes to go through permitting. Request Phil Bakke at an upcoming Staff Session give a status report.

- Public Defense. Reduced working hours of Public Defense Administrative Asst to .5 FTE. Proposed Attorney Conflict Contracts are under Prosecutor Attorney review at this time. [S/W/B originally appeared in Fund 130 which is going to be closed out and the budget shows that .5 FTE moved in to Public Defense plus a portion of one FTE allocated to Public Defense].

Coronet Bay Dock Fund. Increased by \$1200 to provide for Coronet Bay Dock Manager at \$200/month.

Emergency Services. Whidbey General expressed interest in contracting for emergency services. However, as the Commissioners noted, the Emergency Plan for Island County clearly stipulates that the Board of County Commissioners are responsible for implementation of that plan. The Board is always happy to work cooperatively with the Hospital, but because the Board is responsible for implementation of the emergency service policy and plan, it is not willing to delegate authority to someone else. Mrs. Kemp noted priorities are that the Emergency Services position needs to be refilled, and it is time to update the Plan. As requested by the Board, she will look into whether the position really is a full time position, and if not, look into the possibility of combining the position with other job duties. Will keep the Board posted.

Fire Permit Program. Same figures as 2002.

Island County Fair Budget.

Number of Fair Board members and volunteers attended the budget workshop. Hand-outs provided including pictures of fair buildings showing current condition. Budget is the same as last year. Responding to a question of juggling dollars within budget lines while not impacting the bottom line, Chairman Shelton recognized that the Fair budget is dependent on the revenue the Fair produces; thus his personal opinion was that as long as the Fair spends what they make, expenditures can be made in the manner desired, with the exception of capital expenditures.

Pole Building – final inspection. Have Gary Hess come to staff session with a status report on the list of items still outstanding and what can be done to expedite/complete. Check with Bill Oakes as far as the dollar request from the Fair for \$15,000 through REET Funds as far as availability of dollars and priorities for funding.

There being no further business to come before the Board at this time, the meeting adjourned at 2:45 p.m. The next regular meeting of the Board will be held on September 16, 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