

**BOARD OF ISLAND COUNTY COMMISSIONERS
MINUTES OF MEETING - SEPTEMBER 16, 2002**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on September 16, 2002, at 9:30 a.m. in the Law & Justice Facility, Department III (Courtroom 3), 101 N.E. 6th Street, Coupeville, Wa. Wm. L. McDowell, Member and William F. Thorn, Member, were present; Mike Shelton, Chairman, was absent. By unanimous motion, the Board approved and signed the minutes of meeting from September 9, 2002.

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.) #131339 -131552\$923,091.19.

HIRING REQUESTS & PERSONNEL ACTIONS

After a summary provided by Dick Toft, Human Resource Director, the Board by unanimous motion, approved two personnel action authorizations as follows:

<u>Department</u>	<u>PAA #</u>	<u>Description/Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Central Services	078/02	S/B Operator-Temp/604.01	New Position-3 mos.	9-16-02
GSA	079/02	DES Dep. Director/1305.00	Replacement & hours & reduction 40 to 30 hrs/week	9-16-02

HEARING HELD: RESOLUTION #C-74-02 - CLOSING THE ISLAND COUNTY CRIMINAL JUSTICE SALES TAX FUND AND THE ISLAND COUNTY LAW & JUSTICE FUND; AND TRANSFERRING THEIR RESPECTIVE 2002 BUDGETS INTO THE ISLAND COUNTY CURRENT EXPENSE FUND

A Public Hearing was held at 9:55 a.m. as scheduled and advertised for the purpose of considering Resolution #C-74-02 In the Matter of Closing the Island County Criminal Justice Sales Tax Fund and the Island County Law & Justice Fund; and Transferring their Respective 2002 Budgets into the Island County Current Expense Fund. The purpose of the action is to consolidate revenue and expenditures from Law & Justice programs so all appear in one place for accounting and reporting purposes (increases visibility).

At the time of hearing, no one in the audience expressed a desire to speak either for or against Resolution C-74-02.

By unanimous motion, the Board approved Resolution #C-74-02.

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

IN THE MATTER OF CLOSING THE ISLAND COUNTY)
CRIMINAL JUSTICE SALES TAX FUND AND THE)
ISLAND COUNTY LAW & JUSTICE FUND; AND)
TRANSFERRING THEIR RESPECTIVE 2002 BUDGETS)
INTO THE ISLAND COUNTY CURRENT EXPENSE)
FUND)

RESOLUTION C- 74-02

WHEREAS, there is a need to consolidate the revenues and expenditures for certain Law and Justice programs into the Island County Current Expense Fund in order to facilitate improved accounting and reporting of funding sources and department expenditures, and,

WHEREAS, it appears that the most efficient method of accounting and reporting for certain Law and Justice programs is to close both the Island County Criminal Justice Sales Tax Fund and the Island County Law & Justice Fund, and transfer their respective cash, assets, liabilities, revenues, expenditures and ending fund balances, and their respective 2002 budgets as shown in Exhibit A, into the Island County Current Expense fund; **NOW THEREFORE**

BE IT RESOLVED, that a public hearing be held on the 16 day of September, 2002, at 9:55 a.m., at the usual meeting place of the Board of County Commissioners in Coupeville to consider this resolution.

ADOPTED this 26 day of August, 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

IT IS HEREBY APPROVED AND ORDERED that the Island County Criminal Justice Sales Tax Fund and the Island County Law & Justice Fund are closed and their respective cash, assets, liabilities, revenues, expenditures, and ending fund balances, and their respective 2002 budgets as shown in Exhibit A, are transferred into the Island County Current Expense Fund.

ADOPTED this 16 day of September, 2002.

Board of County Commissioners
Island County, Washington
[Mike Shelton, Chairman – absent]
Wm. L. McDowell, Member
William F. Thorn, Member

Attest:

Elaine Marlow, Clerk of the Board

APPOINTMENTS/RE-APPOINTMENTS TO VARIOUS BOARDS AND COMMITTEES

By unanimous motion, the Board made the following appointment and reappointment:

Appointed Fred VanBenschoten, Clinton – representing Agriculture/Forestry to the Conservation Futures Technical Advisory Group (TAG)

Reappointed Lyla Snover, Coupeville to a 3-year term to 9/30/05 on the Conservation Futures Citizens Advisory Board (CAB)

INTERLOCAL AGREEMENT: ISLAND COUNTY AND NORTH WHIDBEY PARKS & RECREATION DISTRICT ESTABLISHING AN OFF-LEASH DOG AREA

The Board on unanimous motion approved an Interlocal Agreement Between Island County and North Whidbey Parks & Recreation District establishing an Off-Leash Dog Area within the Oak Harbor area [RM-GSA-02-0052]. The Off-leash area will be located on District property at its Clover Valley complex and be called “Clover Valley Off Leash Area”.

DSHS FAMILY PLANNING CONTRACT, AMENDMENT 1

Washington State Department of Social & Health Services Family Planning Contract #0263-07975 Amendment 1 in the amount of \$43,212, as approved by the Board of Health on 8/19/02 was approved by unanimous motion of the Board, for a new total of \$65,247 [RM-HLTH-02-0028].

CONTRACT FOR ELEVATOR MAINTENANCE – THYSSENKRUPP ELEVATOR

Paul Messner, Maintenance/Building Superintendent, presented for the Board’s approval a contract for Elevator Maintenance with ThyssenKrupp Elevator, Kirkland, (RM-MAINT-02-0045) at a charge of \$725 per month which

covers 5 elevators, for a five year period to September 1, 2007. As he previously discussed in a recent staff session, he provided a hand-out showing elevator proposals/ comparison with three firms contacted.

By unanimous motion, the Board approved the contract for elevator maintenance with ThyssenKrupp Elevator, Kirkland, (RM-MAINT-02-0045) as presented.

**NATIONAL FISH & WILDLIFE FOUNDATION GRANT IN SUPPORT OF
MARINE RESOURCES COMMITTEE NEARSHORE PROJECT**

National Fish & Wildlife Foundation Grant 2002-0241-000.COM in support of Marine Resources Committee Nearshore Project in the amount of \$45,000 (RM-EXT-02-0065) was approved by unanimous motion of the Board, as presented by Don Meehan, Chair, WSU Island County. This was reviewed with the Board at Staff Session on September 11th, and as noted, runs from July 1, 2002 to December 31, 2003.

**STATE DEPARTMENT OF ECOLOGY/CZM PROGRAM IN SUPPORT OF WSU BEACH WATCHERS
VOLUNTEER TRAINING PROGRAM**

CZM306 Grant Agreement No. G0300033 between the State of Washington Department of Ecology and Island County for Island County/WSU Beach Watchers 2002-2003 program in the amount of \$35,000 in support of WSU Beach Watchers Volunteer Training Program (RM-EXT-02-0063) was approved by unanimous motion of the Board. Again, this contract had been

previously discussed with the Board at Staff Session. This contract runs from July 1, 2002 and must be completed by June 30, 2003.

**CONTRACT/CONTRACT BOND – COURTHOUSE EXPANSION –
PHASE 3A: ANNEX REMODEL; INTERIOR DEMOLITION**

With the Board having awarded bid on 9/9/02, Bill Oakes, Public Works Director, now brought for the Board's approval, the Contract and Contract Bond with Hanson Brothers Construction, Inc., Mt. Vernon, for the Courthouse Expansion and Improvement Project Phase 3A, Annex Remodel, Interior Demolition project, under work order #303, for a total of \$85,557.00.

The Board by unanimous motion approved the Contract and Contract Bond with Hanson Brothers Construction, Inc. as presented.

**AMENDMENT 2 (FINAL) TO LOAN AGREEMENT L0000013 – BETWEEN THE STATE OF
WASHINGTON DEPARTMENT OF ECOLOGY AND ISLAND
COUNTY - IVERSON FARM ACQUISITION PROJECT**

Amendment No. 2 (final close-out amendment) to Loan Agreement No. L0000013 (RM-PW-0220-66) between the State of Washington Dept. of Ecology and Island County for the Iverson Farm Acquisition Project was presented for approval by Mr. Oakes.

By unanimous motion, the Board approved Amendment No. 2 (Final) to Loan Agreement No. L0000013 between the State of Washington Department of Ecology and Island County, with amount of loan \$667,992.43, and loan repayment commencing no later than November 30, 2002.

REVIEW MONTHLY FINANCIAL REPORTS FROM AUDITOR & TREASURER

Treasurer's Current Expense Financial Report – August, 2002

The Treasurer's figures were represented in a report submitted by Maxine Sauter, Treasurer, per memorandum dated 9/9/02, which reported revenue on a cash basis to be pretty much on target. A significant portion of lines 55 budget

reserve, and 56 construction reserve, as shown on her report have in fact been used and the report needs to be updated to reflect that. Interest rates at the highest are running 1.85% for 30 to 90 days as well as 120 to 365 days; the pool rate is 1.70%

Auditor's Current Expense Financial Report – July, 2002

The Auditor's report was provided to the Board by Suzanne Sinclair, County Auditor, last week under memo dated 9/10/02. Comments almost all concerned grants. It was noted that overall revenues were slightly ahead of historical averages relative to annual collections; expenditures slightly behind historical averages. District Court is running behind as far as revenues.

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(Both reports are on file with the Clerk of the Board)

BUDGET WORKSHOP

The Board conducted a Budget Workshop beginning at 11:15 a.m. in the Island County Administration Building, Conference Room 116, 1 NE 7th, Coupeville, WA. Commissioners McDowell and Thorn attended, along with Elaine Marlow, Budget Director. [Planning & Community Development scheduled for 11:00 a.m. rescheduled to September 23, 2002 at 11:00 a.m.]. The hand-out from 9/09/02 was used for today's workshop.

11:15 a.m. Auditor's Budget
Auditor/Election Reserve/Auditor's O&M Fund/Voter Registration

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Attending: Suzanne Sinclair; Anne LaCour

Not a huge deviation from last round of budget reduction workshops as summarized on the budget handout 9/9/02. There is an issue of needing additional M&O by several thousand primarily because of the postage, licensing and recording. Fees are up; voter registration will be higher next year. Filings are up because of higher volume and the hand out from last week those changes are built in M&O.

The Office is not doing record searches [deeds, land documents etc.] because of time constraints and some of that has been sent to the title companies. A computer terminal located in the front office is available for the public in doing their own research. Because of the volume, there have been days where not all documents presented were recorded.

As far as Auditor's O&M Fund showing beginning fund balance is an error and should actually correctly reflect it is grant money which is also included in expenditures for use under professional services to preserve Commissioners minutes. An issue is that the \$13,305 last year allocation from other funds specifically for records management has not been included for 2003 and needs to be resolved. Since the Record Manager salary is coming from Auditor's O&M Fund, the Auditor believes that should go into the fund that is feeding Records Management. Were it included, this budget would balance. The Budget Director thought that had been an error on her part last year and was an item on her list of budget changes to bring to the Board at a staff session for determining whether or not to continue allocation and put it in Auditor's O&M.

Postage is an issue as well with Voter Registration. Elections are always kind of a guess because it depends on what elections the school districts decide to hold [there is usually one]. This budget was based on the primary, general and at least a Spring election. Expenditures are for salary, temp workers and postage. Continue to request increase in allocation from Current Expense to begin saving for replacement of punch card system \$15,000.

11:30 a.m. Assessor – Budget Workshop page 4

Attending: Tom Baenen

The Budget Director has not yet made corrections to the Assessor's budget from last staff session; item remains yet to go through the personnel consultant.

The Assessor noted net result was he has a vacancy which created some money and from that a part time position, for a

net savings of about \$17,000. S/W/B then comes to a total of \$894,222, with M&O at \$65,000 for a total budget of \$959,222. The budget includes an additional \$2,500 increase for postage. Communications accounts for almost 30% of the Assessor's budget, of which almost all is postage. With exception of issues discussed at staff session, the budget is on target.

11:45 a.m. WSU Extension/Grants/Noxious Weed Control

Attending: Don Meehan, WSU – Island County Agent
Motoko Pleasant, Auditor's office

Budget Director and Mr. Meehan had a productive work session prior to the budget workshop in order to make it clear where WSU reductions are, and page 32 shows the reduction in Current Expense by \$49,999, the target amount. Ms. Marlow will double check line item for L&I – to make sure it reflects the correct amount, along with medical coverage line.

Consequences of budget cuts will be felt in the 4-H program. The front office position handles a significant amount of 4-H work and if that position is lost, it means someone else has to do those administrative type duties, such as enrollment process for 4-H; assisting 4-H leaders who come in; and daily contact with 4-H volunteers. One suggestion made by Commissioner Thorn was that Mr. Meehan look into obtaining a PIC employee to assist.

Eliminating a WSU faculty position depends on Skagit County coming through and picking that up family living, family safety, child development and ideas for living programs all would go away if Skagit picks it up; if not it stays. Island County contributes now \$7,500 for that faculty position. He is reviewing whether or not to move the weather net program to the Health Department. There are some 40+ weather sites throughout the County who collect data which is passed along to Doug Kelly who then uses that rainfall data in the ground water modeling project.

1:00 p.m. Public Health Pooling/Alcoholism/Substance Abuse/Developmental Disabilities/ Mental Health

Attending: Tim McDonald; Keith Higman; Linda Telles; Jackie Henderson; Kerry Clarke-McDonald

Hand Out: Public Health Pooling 9/16/02

Public Health Pooling. The Board of Health will receive a specific proposal for a 10% increase in fees to equal \$71,121. The proposal will contain a category of new fees, i.e. school inspection fee which does not currently exist. If the Board of Health approves that new fee, the other fees would actually be less than a full 10% increase so that overall the increase equals \$71,121. Also to come before the Board of Health for discussion will be a proposal to increase fees for temporary food service permits enough so as to generate \$3,000 that can be used to cover overtime. Mr. McDonald will bring the proposal to the Board at the first staff session in October for discussion.

He briefly ran through the overall impact of budget reductions to Public Health Pooling:

- Replace \$31,000 environmental health support with fees
- Decrease overall support from Current Expense to Health by \$60,000
- Fund Hydrogeologist Program from Planning fees [\$7,633 shown in the 9/9/02 handout is an increase in this program due to normal step increases and medical insurance rate]
- Three Public Health Pooling positions reduced in hours of work

Board Suggestions: Need to look hard at how to prioritize those cuts; CHAB would be useful in the process of prioritization inasmuch as their points of view are closely tied with all aspects of public health.

Alcohol & Substance Abuse Funds. Decrease substantially the Ropes Program Coordinator and propose to eliminate the Ropes Program or transfer it to WSU. About 20 hours of the Ropes Coordinator position would then go towards other

prevention-type activities, such as Family Night Out. Prevention programs must be on the DASA Best Practices list. The decision to cut or transfer the ropes program was because the DASA contract stipulates that 50% of prevention money has to be used for those programs on the Best Practices list and the Ropes program is not on that list.

Millage Funds for Developmental Disabilities and Mental Health Funds. The millage for Developmental Disabilities and Mental Health by statute provides that 1-1/4 cents per \$1,000 valuation goes to Developmental Disabilities Fund and 1-1/4 cents per \$1,000 evaluation goes to the Mental Health fund. For the last three years instead of that happening and the proper amount levied each year, a set amount was put in the budget.

The 2003 budget has correctly identified the amount as \$86,000 but the previous three years the figure was \$73,000 and Mr. McDonald's view was that should be made right. He sees this not as a Current Expense issue, rather a dedicated fund issue.

Follow-up: This is a decision the Board will have to make. If corrected for those prior three years it would mean that much less money available for Current Expense in 2003. Elaine Marlow was asked to find out what happened for those three years, and go back and look at what the difference in amount would be for the prior three years.

There being no further business to come before the Board at this time, the meeting adjourned at 1:40 p.m. The Board will meet next on September 23, 2002 beginning at 9:30 in special session for budget workshops, in regular session at 11:30 a.m. for Elected Officials Roundtable, and 1:30 p.m. other agenda items.

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

[Mike Shelton, Chairman, absent]

Wm. L. McDowell, Member

William F. Thorn, Member

ATTEST:

Elaine Marlow, Clerk of the Board