

**ISLAND COUNTY COMMISSIONERS - MINUTES OF MEETING
REGULAR SESSION - OCTOBER 21, 2002**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on October 21, 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 minutes from October 14, 2002.

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board:
(War.) #151718-151947.. \$768,865.56.

Voucher

HIRING REQUESTS & PERSONNEL ACTIONS

As presented by Dick Toft, Human Resources Director, the Board by unanimous motion, approved the following personnel action authorizations:

Dept.	PAA #	Description	Position #	Action	Eff. Date
Assessor	083/02	Appraiser (2)	107.03	Personnel Action From Appraiser 1 to 2	11-1-02
Pub. Works	084/02	Solid Waste Tech I, Step I	2256.04	New Position As discussed at Staff Session	10-21-02
Pub. Works	085/02	Watershed Project Mgr I	2266.03	New Position – Camano Grant Funded	10-21-02
Pub. Works	086/02	Watershed Project Mgr. I	2266.01	Replacement & Increase from .75 to 1.0 FTE	11-4-02

**CONTRACT AMENDMENT - ENHANCED 911 OPERATIONS FY 2003 GRANT,
WASHINGTON STATE MILITARY DEPARTMENT**

By unanimous motion, the Board approved Contract Amendment for Enhanced 911 Operations FY 2003 Grant, from the Washington State Military Department, Contract #E 03009 Amendment A (RM-BOC-02-0070) increasing contract by \$40,250 for a new total of \$114,900.

JUVENILE COURT SERVICES CONTRACTS APPROVED

The Board, having been briefed at Staff Session on October 16th by Michael Merringer, Juvenile Court Services Director, by unanimous motion approved the following contracts:

- Interlocal Agreement between Snohomish Co. & Island Co. for Juvenile Detention Services, term renewed for 1 year period commencing 01/01/03 through 12/31/03 (RM-JUV-00-0020-6-2)
- Contract Amendment - Juvenile Rehabilitation (JRA) 3900 Funds – DSHS Agreement #. 0163-02515, Amendment 1, reducing 2003 total to not exceed \$30,372 and adding new Exhibit D Aggression Replacement Training Program (RM-JUV-02-0015-1)
- Contract Amendment - Juvenile Rehabilitation (JRA) 3900 Funds – DSHS Agreement # 0163-02515, Amendment 2, redistribution of 2002 funds available to a maximum \$32,205 (RM-JUV-02-0015-1)
- Contract Amendment – JAIBG funds, DSHS Contract #0163-03861, Amendment 1 extending contract end date to 09/20/2002 (RM-JUV-00-00661).

**QUITCLAIM DEED FROM WSDOT FOR RIGHT-OF-WAY IN THE
VICINITY OF SR 525- CLASSIC ROAD TO REHBERG ROAD**

By unanimous motion the Board accepted and approved Quitclaim Deed from Washington State Department of Transportation to Island County, as recommended by Bill Oakes, Public Works Director, for miscellaneous rights-of-way in the vicinity of SR 525 Classic Road to Rehberg Road, as provided under Turnback Agreement #TB 1-0135.

**ADOPT-A-ROAD LITTER AGREEMENT – FRIENDSHIP FORCE
OF WHIDBEY ISLAND APPROVED**

Adopt-a-Road Litter Agreement was approved by unanimous motion of the Board with Friendship Force of Whidbey Island, for Honeymoon Bay Road from Intersection of SR 525 to Scarecrow Lane, as presented and recommended for approval by Mr. Oakes.

PUBLIC HEARING HELD – FRANCHISE (S) IN COUNTY RIGHTS-OF-WAY

As advertised, a Public hearing was held at 10:20 a.m. for the purpose of considering two Franchise Applications in County rights-of-way:

- Franchise #189(3), Silver Lake Water Company; extension of existing water distribution system, North Whidbey, in Sec. 2/3/4, Twp. 32N, Rge. 2E, Sec. 33/34/35, Twp. 33N, Rge. 2E
- Franchise #72, Glen Nash; new sewer distribution system, Camano Island, in Saratoga Way and Sundown Lane, Sec. 15, Twp. 32N, Rge. 2E

Mr. Oakes recommended approval in both cases, as outlined in October 4, 2002 memorandums from Dick Snyder, County Engineer.

Franchise #189(3), Silver Lake Water Company. As indicated, Franchise #189(3) by Silver Lake Water Company is for extension of an existing water distribution system in County rights-of-way.

Bob Cray, Fakkema and Kingma, Oak Harbor, consultants for the project, explained that in the process of development of the plat, it was realized that over the years all of the outlying service area for Silverlake Water Company had not been included within the original franchise. The map attached to the application [Silver Lake Water Co. – Hydraulic Model Representation] depicts in orange highlight the Silverlake Water Company Service Area; pink highlight is the area excluded from that service area since those developments have their own water system.

No one else in attendance spoke either for or against approval of subject franchise. The Board, by unanimous motion, approved Franchise #189(3), Silver Lake Water Company, for extension of existing water distribution system located in Sec. 2/3/4, Twp. 32N, Rge. 2E, Sec. 33/34/35, Twp. 33N, Rge. 2E, North Whidbey.

Franchise #72 by Glen Nash. Franchise #72 by Glen Nash for a new sewer distribution system to be located in right-of-way, Saratoga Way and Sundown Lane, Sec. 15, Twp. 32N, Rge. 2E on Camano Island.

No comments were received either for or against the proposed franchise. The Board by unanimous motion approved Franchise #72 by Glen Nash for sewer distribution system lines to be located in County right-of-way known as Saratoga Way and Sundown Lane, Sec. 15, Twp. 32N, Rge. 2E, Camano Island.

FINANCIAL REPORTS

Treasurer's Current Expense Financial Report – September, 2002

Although not present at the meeting, Maxine Sauter, Island County Treasurer, submitted the Treasurer's Current Expense Report under cover memo 10/9/02 indicating that revenue received as of 9/30/02 was 72.5% of budgeted amount and the cash balance as of that date was \$347,462 over last year.

Auditor's Current Expense Financial Report – September, 2002

Suzanne Sinclair, Auditor, handed to the Board the Auditor's report under today's date. Nothing of particular concern was noted, with the following comments: (1) just now getting reimbursed for June Juvenile Court Grants; and (2) Clerk is ahead

of projections.

EXECUTIVE SESSION

The Board met in Executive Session beginning at 10:45 a.m., exempt from Open Public Meetings Act under R.C.W. 42.30.140 (4). The session lasted for approximately 15 minutes, and the Board resumed in open public session afterwards to take action.

**RESOLUTION #C-84-02 - CHANGING THE COUNTY PAY PLAN
TO PROVIDE SEMI-MONTHLY PAYDAYS**

The Board considered a proposed Resolution changing the County pay plan to provide semimonthly paydays, presented by the County Auditor. Ms. Sinclair, believed adoption of the Resolution would have great benefit to the employees of Island County in the long term, and helps to solve a number of issues that have arisen over the years.

Commissioner Thorn moved approval of Resolution #C-84-02 in the matter of Changing the County Pay Plan to Provide Semimonthly Paydays; motion seconded by Commissioner McDowell.

Under discussion, Commissioner Thorn thought it an appropriate thing to do, offering a great deal of clarity on employee paychecks. Chairman Shelton agreed this would provide clarity, as well as a much better way to ensure that employees get the correct pay for the correct pay period in which hours are worked, and providing for semimonthly paydays. The downside for employees is that there will be two weeks' pay the end of January 2003 deferred until the employee leaves County employment.

Motion, as made and seconded, carried unanimously.

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

IN THE MATTER OF CHANGING THE
COUNTY PAY PLAN TO PROVIDE
SEMIMONTHLY PAYDAYS

RESOLUTION NO. C-84-02

WHEREAS, the Island County Auditor processes paychecks for Island County employees and officials; and

WHEREAS, the Auditor has advised that the traditional pay plan of paying once a month on the last working day of the month, with an opportunity for employees to take an earlier partial draw, has several problems, including:

- The pay period reporting cutoff day is so early in the month that overtime pay earned after the cutoff, out-of-class pay and premium pay earned after the cutoff must be held over to be paid at the end of the following month, an excessive delay;
- Payroll preparation occupies an inordinate amount of Auditor's staff time due to checking, tracing replacement batches and answering questions;
- Paycheck stubs are long, filled with unusual codes and sometimes incomplete because of printing constraints in the current system causing separate handouts to be made to explain codes on the pay stubs;
- Leave records on the pay stubs are confusing;
- Sometimes employees have to pay money back to the County when they are overpaid because of being paid for unreported time off the employee took at the end of the month after the reporting cutoff deadline;
- Temporary employees and new employees waiting an excessive amount of time for a paycheck depending on when during the month they started work; and

- The State Auditor's staff expressing concern that there is a great risk for error in the current pay plan system because of the above problems; and

WHEREAS, in order to solve the problems of the current pay plan system, the Auditor has recommended that the Board adopt a semimonthly pay plan as allowed by RCW 36.17.040; and

WHEREAS, to cushion the effect of the changeover in pay plan systems, the Auditor recommends that for employees who can be granted a special advance or bridge loan, that the special advance or bridge loan be allowed on January 15, 2003, to be thereafter paid back to the County; NOW, THEREFORE,

BE IT HEREBY RESOLVED, effective January 1, 2003, Island County shall have a semimonthly pay plan, as follows:

1. Pay earned between the 1st and 15th days of the month shall be paid, less deductions, to officials and employees on the last day of the month, unless such day is a holiday or weekend, in which case the last preceding working day shall be the payday;

2. Pay earned between the 16th and last day of the month shall be paid, less deductions, to officials and employees on the 15th of the following month, unless such day is a holiday or weekend, in which case the last preceding working day shall be the payday;

3. For those employees covered by collective bargaining for which provisions have been agreed to allow a bridge loan on January 15, 2003 of up to 80% of ten days' worth of gross pay for work between January 1 and January 15, such bridge loan shall be made available by the Auditor, pursuant to written agreement of the employee, with the loan to be repaid to the County in equal installments over the following 20 paychecks (10 months), unless the employee leaves County employment during the 10 month period, in which case all the remaining amount due on the loan shall be deducted from the employee's last paycheck;

4. This change in pay plan shall be effective January 1, 2003 as to all non-collective bargaining employees and officials, i.e. unrepresented employees and officials, and employees covered by labor agreements with Local 1845-I of the Washington State Council of County and City Employees, AFSCME, AFL-CIO, Local 1845 of the Washington State Council of County and City Employees, AFSCME, AFL-CIO, and Teamsters Local 231 – Deputy Prosecutors, and for those other union covered employees when agreement is reached in the future; and

5. Union groups not yet covered by a change to the semimonthly pay plan shall continue to be paid under the current, existing, once per month pay plan, on the last working day of the month, with an earlier draw as is currently allowed.

DATED this 21 day of October, 2002.

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

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

ATTEST:

Elaine Marlow, Clerk of the Board

BUDGET WORKSHOP

The Board met at 11:15 a.m. for a budget workshop with the Budget Director, in County Administration Building Conference Room #116, 1 NE 7th Street, Coupeville, Wa. In addition to all three Commissioners and the Budget Director, Greg Banks and Caroline Morse attended.

Hand-outs:

2003 Budget Workshop – Current Expense – Status
2003 Workshop Budget - Individual Funds – Status
2003 Budget Requested Increases

1. **Water Quality Assistance Fund** - septic loan program. State Auditor requiring County do a budget and Budget Director will prepare once all information obtained.

2. **Rural County sales tax fund** - propose to budget only the \$32,500 for EDC. In terms of Rural County money for 2003, the Board agreed not to budget to spend anything beyond the \$32,500 allocated for EDC.

3. Auditor's Office Requested Increases

- \$15,000 Election Reserve Transfer – increase transfer to begin saving for eventual replacement of punch card system. Actual cost unknown at this time.

Board consensus, not at this time inasmuch as it would be a direct "hit" of \$15,000 to Current Expense, when at this time the cost is unknown; deal with it at that point in time when actual numbers are known. Hopefully there will be some funding through Federal or State.

- Auditor's O&M – proposes \$13,300 allocated transfer from Public Works and Health for Record Management Services

In the 2003 Workshop Budget there is no allocation to support the record management system. The Budget Director's recommendation was that the Auditor's O&M Fund should receive money for services they are providing and for 2003 use the same revenue basis as is used for Current Expense, the same as prior years just a different fund. On that basis, the Commissioners agreed.

4. Superior Court Requested Increases

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|--|----------|
| • Additional funds - pro-tem commissioners/pro tem court reporters | \$ 1,168 |
| • Dues & conference registrations | 3,000 |
| • Court Facilitator Program increase | 11,994 |

Superior Court requests additional funds for pro tem commissioners and pro tem court reporters to cover for Friday calendars when there is a jury trial in process, and to cover the law and motion calendar when Judges are on vacation. The Board agreed with this request based on need and past experience. The request for an increase of \$3,000 for conference registrations, etc. was not approved by the Board, but to be absorbed within Superior Court's budget. Court Facilitator program increase was approved; revenue covers the increase for the number of days worked by the Court Facilitator; it is a self-supporting program with no impact to Current Expense.

5. **LEOFF**. Reconsider decision to require LEOFF retirees pay 15% premiums. Based on the fact that actual premium increases are much less than anticipated, and should the percent not be paid by retirees the County remains responsible for that obligation, the Board reversed its decision to require LEOFF retirees pay 15% of their insurance premiums.

Camano Island Licensing Function

Commissioner Thorn brought up for reconsideration the issue of moving the licensing function out of the Camano Annex to be handled by a subagent on Camano. With the immense amount of very negative feedback from Camano Island citizens about the proposal, he requested the alternate proposal as outlined during the 9/23/02 budget workshop be approved. The proposal is to close the front office on Fridays, and retain the license function at the Annex. The net savings would still be around \$40,000, and would allow the licensing function to remain at the Annex. This is the overwhelming preference of the public who use the Camano Annex. He made the observation that in the past when confronted with decisions like this, the Board made those decisions on the basis of desire of the people affected.

Commissioners Shelton and McDowell disagreed with the idea of closing an office one day a week,. The Board had already moved away from the idea of closing down a day or a portion of a day in Island County, and did not think it made sense to segregate off Camano Island in that manner. Island County in a myriad of instances has moved heavier into user fee type operations and this seems to be a similar situation where there would be an insignificant user fee to Camano Islanders to license through a subagent, and are not being asked to do anything differently than

what is already being done on South Whidbey or North Whidbey. All Island County citizens have the option of driving to Coupeville or using the mail-in method without surcharge.

To the contrary, Commissioner Thorn thought it made a lot of sense for Camano Annex in that it is special, different and isolated from Coupeville. Increased user fees almost in every case were to businesses, who in turn, passed it through to the consumer.

Commissioners Shelton and McDowell did not agree to approve the alternate proposal for Camano Annex. to close the front office one day a week.

Follow-on:

- Budget Director fine-tune S/W.B numbers, not expected to be very significant;
- Presentation of budget to be 11/4/02 for the purpose of scheduling a public hearing on the 2003 budget the first Monday in December.
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There being no further business to come before the Board at this time, the meeting adjourned at 11:50 a.m. The Board of Island County Commissioners will meet in Special Session on October 22, 2002, from 6:00 p.m. to 8:00 p.m. for a "Project Open House" regarding proposed West Beach Road improvements; and also meet in Special Session on October 23, 2002, at 11:00 a.m. to participate in a Council of Governments meeting. The next regular meeting of the Board will be on October 28, 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