

**ISLAND COUNTY COMMISSIONERS - MINUTES OF MEETING  
REGULAR SESSION - DECEMBER 8, 2003**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on December 8, 2003, at 9:30 a.m. in the Island County Courthouse Annex, Hearing Room, 1 N. E. 6<sup>th</sup> Street, Coupeville, Wa. Wm. L. McDowell, Chairman, William J. Byrd, Member, and Mike Shelton, Member, were present. The meeting began with the Pledge of Allegiance. By unanimous motion, the Board approved the minutes from the December 1, 2003 meeting.

**VOUCHERS AND PAYMENT OF BILLS**

The Board by unanimous approved the payroll dated December 2, 2003, along with approval of the following vouchers/warrants: Voucher (War.) #178604-178940 = \$400,045.69.

**COUNTY PROGRAM AGREEMENT #0363-36833 [RM-JUV-03-0070] JUVENILE ACCOUNTABILITY INCENTIVE  
BLOCK GRANT BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
AND ISLAND COUNTY CODCPJAIBG**

Having been reviewed with the Juvenile Court Administrator during the Staff Session held on December 3<sup>rd</sup>, the Board by unanimous motion approved County Program Agreement #0363-36833 [RM-JUV-03-0070] Juvenile Accountability Incentive Block Grant between the State of Washington Department of Social and Health Services and Island County CODCPJAIBG.

**AMENDMENT TO LEASE AGREEMENT FOR KAUL BUILDING**

Amendment to Lease Agreement for the Kaul Building [RM-GSA-00-0090], presented and recommended for approval by Lee McFarland, Assistant Director GSA, was approved by unanimous motion of the Board. The Amendment extends the lease to June 30, 2005, with the option of renewing the lease on a month to month basis for up to an additional six months ending not later than December 31, 2005.

**HIRING REQUESTS & PERSONNEL ACTIONS**

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

<b>Dept.</b>	<b>PAA #</b>	<b>Description</b>	<b>Position #</b>	<b>Action</b>	<b>Eff. Date</b>
Juvenile	096/03	Juv. Prob Off.	1402.02	From .9 to 1.0 FTE	12/8/03

**EMPLOYEE AWARDS**

**Employee Service Awards**

<b>EMPLOYEE</b>	<b>DEPARTMENT</b>	<b>ANN. DATE</b>	<b>#YEARS</b>
Margaret Turner	District Court	12/6/1993	10
Sheila Smith	Sheriff	12/27/1993	10
Marcia Espelande	Solid Waste	1/1/1990	10

**Employee of the Month Award**

Ed Flitcroft, Oak Harbor Road Shop, was the recipient of the Employee of the Month for November, 2003. He is a team player, always willing to step up and assist fellow employees when the need arises, and represents the County well whenever dealing with citizens on road shop matters.

**APPOINTMENT TO ISLAND COUNTY PLANNING COMMISSION**

By unanimous motion, the Board appointed Ray Gabelein (Jr.), Langley, to serve as a member of the Island County Planning Commission representing Commissioner District #1, refilling the vacancy left following the resignation of Anne Pringle, for a term from January 1, 2004 until January 2, 2006.

**ISLAND COUNTY COMMISSIONERS COMMITTEE ASSIGNMENTS – 2004**

The Board, by unanimous motion, approved the following Commissioner committee assignments for the year 2004:

<b><u>BOARD/COMMITTEE</u></b>	<b><u>BOARD APPOINTED COMMISSIONER</u></b>
Ebey's Landing Trust Board (County liaison)	Shelton

Economic Development Council	Byrd
Courthouse Security	Byrd
ICOM 911	McDowell (Alt. Byrd & Toft)
Law & Justice Council	Shelton
LEOFF I Disability Board	Shelton
North Sound Regional Support Network	Shelton (Byrd Alternate)
Northwest Air Pollution Authority	McDowell (Tim McD. Alternate)
Northwest Regional Council	McDowell & Byrd

Oak Harbor Senior Center Advisory Board	McDowell
Public Transportation Benefit Authority (PTBA)	McDowell & Byrd
Regional Transportation Policy Organization (RTPO)	Shelton/McDowell/Byrd
Senior Services Advisory Board (County liaison)	Shelton (Byrd Alternate)
Solid Waste Advisory Board	Byrd
Technology Committee	McDowell (Byrd Alternate)
Wash. Counties Insurance Fund Board of Directors	McDowell (Alternate Dick Toft)
Washington Counties Risk Pool	Shelton (Betty Kemp, Alternate)

**APPOINTED BY RESOLUTION/MANDATE OR OTHER**

<b><u>BOARD/COMMITTEE</u></b>	<b><u>COMMISSIONER</u></b>
Compensation Board, DES	Chairman
Election Canvassing Board	Chairman
Finance Committee	Chairman
Joint Committee on Tourism	Chairman
Justice Court Districting Committee	Chairman
Law Library Board of Trustees	Chairman
Lodging Tax Advisory Committee	Chairman
Marine Resources Advisory Council	Chairman
Northwest Workforce Development Council	Byrd
Shoreline Hearings Board	Shelton
SR 20 Transportation Policy Board	McDowell
Transportation Improvement Board (TIB)	Shelton
WSAC Board of Directors	Shelton
WSAC Legislative Steering Committee	Shelton

**AWARD OF PROJECTS FUNDED BY ISLAND COUNTY PUBLIC FACILITIES FUND (2% HOTEL-MOTEL LODGING TAX) TOURISM PROGRAM YEAR 2004**

As recommended by the Island County 2% Hotel-Motel Tax Committee, reviewed by the Board in Staff Session, the Board by unanimous motion approved the following projects and activities funded by 2% tax revenues for program year 2004, for a total of \$89,935:

Island County 2% Hotel-Motel Tax – Tourism Promotion  
Public Facilities Fund  
2004 Program Year

**PROJECTS & ACTIVITIES FUNDED BY 2% TAX REVENUES**

<b><u>ORGANIZATION</u></b>	<b><u>AMOUNT</u></b>	
1. CAMANO ARTS ASSOCIATION <i>Camano Island Studio Tour</i>	\$ 1,700	
2. CAMANO ISLAND CHAMBER OF COMMERCE <i>Marketing &amp; Fulfillment Program, - VIC</i>	13,300	<i>Tourism</i>
3. CASCADE LOOP ASSOCIATION <i>The Cascade Loop Travel Guide</i>	635	
4. CENTRAL WHIDBEY CHAMBER OF COMMERCE <i>Tourism Marketing &amp; Fulfillment Program</i>	20,700	
5. FREELAND CHAMBER OF COMMERCE <i>Information Brochure (\$1500) and VIC (\$10,500)</i>	12,000	
6. GREATER OAK HARBOR CHAMBER OF COMMERCE <i>Tourism Marketing &amp; Development for Island County</i>	12,600	
7. ISLAND COUNTY FARMERS' MARKET COALITION	600	

	<i>Promotion of Whidbey Farmers' Markets</i>	
8.	ISLAND COUNTY HISTORICAL MARKER COMMITTEE <i>Island County Historical Marker Brochure</i>	2,300
9.	ISLAND COUNTY HISTORICAL SOCIETY MUSEUM <i>Web Site Development</i>	1,500
10.	LANGLEY, SOUTH WHIDBEY CHAMBER OF COMMERCE <i>Tourism Marketing Fulfillment Program, Visitor Information Center, and Accommodation Referral Service {note: zero funds for landscaping}</i>	17,100
11.	MEERKERK RHODODENDRON GARDENS, INC. <i>Create a Media Packet to advertise the special events of the 25<sup>th</sup> Anniversary</i>	2,500
12.	ISLAND COUNTY JOINT TOURISM MARKETING COMMITTEE <i>Washington State Lodging Guide – Advertorial</i>	5,000
	<b>TOTAL</b>	<b>\$ 89,935</b>

**COUNTY ROAD PROJECT APPROVED: RESOLUTION #C-123-03/R-41-03 –  
INITIATING CRP 03-05 – DINES POINT ROAD OUTFALL**

The Board approved by unanimous motion, as presented by Dick Snyder, County Engineer, Resolution #C-123-03/R-41-03 In the Matter of Initiating County Road Project CRP 03-05, Work Order 115 for Dines Point Road Outfall located in Sec. 22, Twp 30N, R 2E, a total appropriation of \$70,000.00  
[On file with the Clerk of the Board]

**FISCAL YEAR 2003 – BAD DEBT WRITE-OFF OF \$1,465.24**

By unanimous motion the Board approved the annual Bad Debt write-off of for FY 2003 in the total amount of \$1,465.24 as submitted by the Public Works Director in Memorandum dated December 8, 2003. The write-off included a total of 43 uncollectible bad debts received at solid waste sites, the majority through insufficient check . Individual amounts range from \$2.13 to \$303.25.  
[Approval on file with the Clerk of the Board]

**COOPERATIVE SOLID WASTE MANAGEMENT AGREEMENT  
#RM-SW-03-0068-NAVAL AIR STATION WHIDBEY ISLAND**

Cooperative Solid Waste Management Agreement #RM-SW-03-0068 between Island County and Naval Air Station Whidbey Island was approved by unanimous motion of the Board in the amount of \$10,000 to provide for Navy use of the County's established household hazardous waste facilities and to establish a policy for emergency disposal of solid waste generated by Island County and by the Navy.

**CLOSING DOCUMENTS FOR VACANT LAND PURCHASE  
DEER LAGOON H & H PROPERTIES**

By unanimous motion the Board approved the Closing Documents for the Vacant Land Purchase between Island County and H & H Properties for Deer Lagoon located in Sections 13/23/24, Twp 29N., R 2E, Work Order 113, in the amount of \$1,430,312.26 [charitable donation by H & H Properties \$1,267,500.00], subject to receipt of monies from NOAA[ anticipated this week]. Island County will be the owner of a total of 367 acres, planning to use the property as a passive park.

**RESOLUTION #124/R-42-03 ADOPTION OF ISLAND COUNTY  
2004 ANNUAL CONSTRUCTION PROGRAM**

Mr. Snyder presented for review and adoption, Resolution #C-124-03/R-42-03, Adoption of Island County 2004 Annual Construction Program, including 2004 proposed Equipment Purchases by ER&R Fund. Construction program of \$5,013,000 combined with a maintenance program of \$6,163,000 for a total \$15,788,000.

Line Item "Swantown Road Curve Realignment" relates to the last right hand curve, the plan is to lengthen out and take it away from the house – a minor curve realignment.

Under line items "Fish Passage Culverts" Maxwelton Creek, Glendale Creek and Chapman Creek, this is engineering phase only, having received from the SRFB [Salmon Recovery Funding Board] \$5,000 each project to look at feasibility of replacing the culverts. With respect to Chapman creek he did not think the culvert could ever be replaced unless the County received funds from an outside source, estimating it would be at least a half million dollar project, a complex project noting about a 15-20' drop off from the culvert outlet to stream bed.

Rufus Rose, residing off Maxwelton Road on a hill that has spring that runs into Maxwelton drainage, was interested in what

investigation of private property up-stream impacts there may be as a result of the County putting in salmon bearing culverts. He provided some information about Miller Lake and the fact that the owner about 15 years' ago routinely went out and caught silver salmon; it was not stocked by the property owner so the fish had to get into the lake somehow; the lake has multiple tributaries running in to it. There were trees surrounding the lake but since then the trees have died and the lake level dropped because beavers have not been controlled. Mr. Rose was interested too in how the County would go about verifying the accuracy of fish surveys and like information.

The concept of introducing fish and what that does to the upstream property owners is a concern of the Board. However, pointed out was the fact that the discussion here is about dollars to be used now only to look into feasibility and the County is absolutely not obligated to do so after the study. Before the Board decides on any final project, the Commissioners would want to hear from property owners and involve them in the process. The County first needs the basic information in order to determine even if it is feasible.

By unanimous motion, the Board approved Resolution #C-124-03/R-42-03, Adoption of Island County 2004 Annual Construction Program.

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

IN THE MATTER OF ADOPTION OF )  
THE ANNUAL ROAD CONSTRUCTION ) RESOLUTION C-124-03  
PROGRAM FOR THE YEAR 2004 ) R-42-03

**WHEREAS**, on December 1, 2003, under Resolution C-105-03, the Annual Budget was adopted, which included the Road Budget and the Annual Construction Program; and

**WHEREAS**, the Six-Year Transportation Improvement Program was adopted at public hearing as required by law on August 8, 2003; and

**WHEREAS**, the Board of County Commissioners has reviewed the work accomplished under the current Six-Year Program to determine current needs in order to revise and extend the comprehensive road program; **NOW, THEREFORE,**

**BE IT HEREBY RESOLVED** that the attached list of projects as selected from the aforementioned Six-year Transportation Improvement Program with 2004 Proposed Equipment Purchases by ER&R Fund be adopted.

**PASSED BY UNANIMOUS VOTE AND ADOPTED** this 8<sup>th</sup> day of **December, 2003.**

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

**ATTEST:**

Elaine Marlow, Clerk of the Board

[Attachment on file with the Clerk of the Board]

**ROUNDTABLE MEETING WITH COMMISSIONER-APPOINTED DEPARTMENT HEADS**

Roundtable with Commissioner-appointed Department Heads began at 1:30 p.m. as a continuation of the Regular Board of County Commissioners Meeting, the roundtable held in Room #116, Island County Administration Building, 1 NE 7<sup>th</sup> Street, Coupeville, Wa.

Attendance:

Appointed Department Heads:

Elaine Marlow, Budget Director  
Cathy Caryl, Central Services Director  
Dan Sherk, Facilities Maintenance Director  
Betty Kemp, Director, GSA  
Tim McDonald, Health Services Director  
Dick Toft, Human Resources Director  
Phil Bakke, Planning & Community Development Director  
Gwen Maxfield, Assistant Public Works Director

Others:

Suzanne Sinclair, Auditor

Tom Baenen, Assessor  
Rufus Rose, South Whidbey  
Nathan Whalen, Whidbey News Times

1. *What is the biggest and most frequent occurring complaint regarding your department's (or County) service? What is missing in your department (or County) that is permitting this to reoccur? If possible, what one change would you make to improve the quality of responding to complaints?*

Budget Director. Timeliness getting out reports and copies of documents to departments. Has to do with work load and could use an extra pair of hands.

Human Resources. Timeliness of PAQ's and the process. Language in union contract, plan to mirror with non-represented, to notify union and department when a PAQ leaves the HR office to go to the consultant. From the time PAQ leaves the office, goes to the consultant and back again is about 3 weeks, which is reasonable.

GSA. Complaints focus mainly with regard to the Board of Equalization process, and some complaints about the veterans assistance claim process and the amount of time it takes.

Central Services. A few complaints with regard to switchboard & voicemail; software development, and training. Not enough interaction with the web site or updating of the website. Have someone who would come in and work on it as a volunteer and will follow up with HR on that.

Public Works. Courthouse parking – several staff cited for parking in visitor's parking [the parking stalls marked for 2-hour off-street parking]. Parking at Catholic Church is not very well used and it would be good for department heads to remind employees if there is no room in the Methodist Church Parking lot, there is room at the Catholic Church parking lot. Meeting tomorrow with the Town regarding understanding that the town will begin to have vehicles towed away rather than cited – will follow up with an e-mail to all employees.

Health. Availability of services that match up with nursing programs and health services and environmental health programs, and access to documents. One solution is digitizing permits and that has begun for on-site permits, about 1/3 of the way through. Would like to digitize all of the records; it is time consuming and looking for methods to fund. Talking about setting up a kiosk in the office where a person could type in parcel number and see what it known about that property. HR will work with Tim to see if there are employees available through Work Source to help with digitizing.

Planning and Community Development. Fluctuations with building permits particularly frustrating to builders. Time frames change anywhere from 3 to 6 to 12 months depending on the economic situation, how many permits are being submitted and staffing – all cause pickups and delays. First step in solution has been taken by hiring a temporary inspector [previous inspector now retired] on an hourly basis to help fill in. If it works out potentially it could be a good tool in the future to help alleviate the backlog of permits, allowing the flexibility to address the situation during peak times. Another concern/complaint is the complexity of the permitting process and the department is looking into how to simplify the process. Need to revisit application forms developed in 1998; simplest way would be to simplify the Code.

Maintenance. Heating and light issues in the Annex are the major complaints. Still have an electrician working bugs out as far as lighting control, motion sensors, etc.

## 2. *Miscellaneous*

- Because January 19 and February 16 are holidays, the Board of Health will be meeting in Special Session on January 12 and February 9 at 1:15 p.m. Therefore, the roundtable will begin at 2:30 instead of 1:30 on those two dates.
- Health care rates continue to be a huge issue, something everyone is concerned about. A large-enough topic to be the subject at another session. Should look five years' off in the future and identify where the County should be. Next session Dick and Tim to have information how those counties who belong to WCIF deal with insurance costs and the portion covered by employees, as it varies by county.
- Board will assess effectiveness/value of the roundtables in three to four months and make a determination if beneficial enough to continue.
- Hand-out provided by the Chairman related to beneficial information and tips as parents, grandparents, and county employees entitled "Sexual Offender Registration/Notification-General Information on Prevention".

With 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 on December 15, 2003 beginning at 9:30 a.m.

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

Wm. L. McDowell, Chairman \_\_\_\_\_

\_\_\_\_\_  
William J. Byrd, Member

\_\_\_\_\_  
Mike Shelton, Member

**ATTEST:**

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Elaine Marlow, Clerk of the Board