

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING-MAY 24, 2004

The Board of Island County Commissioners convened in regular session at 11:00 a.m. on May 24, 2004, for a roundtable discussion with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room (Room #102B), Island County Courthouse Annex, 1 NE 6th Street, Coupeville, Wa. Other topics for the regular session followed at 1:30 p.m. as outlined on the agenda, *including* Diking Improvement District #4. William J. Byrd, Chairman, Mike Shelton, Member, and Wm. L. McDowell, Member, were present.

**ROUNDTABLE MEETING WITH ISLAND COUNTY ELECTED OFFICIALS
AND APPOINTED DEPARTMENT HEADS**

Elected Officials: Greg Banks; Bill Byrd; Sharon Franzen; Mac McDowell; Linda Riffe; Mike Shelton; Suzanne Sinclair

Appointed Department Heads: Phil Bakke; Cathy Caryl; Betty Kemp; Elaine Marlow; Tim McDonald; Michael Merringer; Bill Oakes; Dan Sherk; Dick Toft

Staff: Dave Halloran; Mike Simmons; Jan Smith; William Dennis

Public/Press: Annique Bennett, Coupeville Examiner; Diane Kendy

COMMISSIONERS. Importance noted: be cognizant that often what one department does may affect another.

GSA/EMERGENCY SERVICES. Dave Halloran, Emergency Services Deputy Director, presented the Island County DES Homeland Security Program (HLS) Update [*copy of computer overhead presentation was provided and a copy placed on file with the Clerk of the Board*]. FEMA is now under Department of Homeland Security; it is an aggressive program

State receives funding via grants and contracts and generally 80% passed to internal homeland security regions. There are 9 homeland security regions in the State and Island County is in Region 1. Region boundaries coincide with public health districts. The State funds regions and counties based on a straight dollar amount as well as a population factor. Reviewed local ODP training available to Region I and non-local ODP training apportioned by slots available to the State split equally by regions. There are up to 13 overlapping HLS grants within the State. For the region and county there are 3 umbrella grants for people, equipment, exercises and training: State HLS program; LETPP (Law Enforcement Terrorism Prevention Planning) and CCP (Citizen Corps Program).

Funding amounts available for Island County this year: SHSP \$342,169; LETTP \$106,000; CCP just over \$6,000. Account balances for all grants and DES budget as of 5/17/04 was displayed, totaling \$720,668.25. The fiscal year 2004 ends 11/30/05 - expenditure for equipment generally two years grants and some of the balance dates back to June 2003. As far as being at risk of losing significant amounts, Mr. Halloran indicated that at the end of

February the county lost about \$2400 because of the difficulty in finding someone to teach CERT class.

He also reviewed for 2003 and 2004, activities and plans, exercises and training. Graphs were used to depict equipment for County Departments, and Equipment that went to other agencies.

Equipment acquired for county government in 2003 totaled \$82,372.00, including 20 portable radios, thermal imaging camera, cutter/spreader tools, antenna, and contractor support for plan updates using HLS funds; one FTE was hired to support HLS planning and exercise program. Equipment acquired for other agencies totaled \$158,292.00. For 2004 equipment, acquisition is yet to be determined. In determining allocation to other agencies, he met with fire chiefs, law enforcement, Roger Case and J. D. Burns; the fire chiefs agreed upon items needed most and disposition of radios. There is a good working relationship between DES and the fire chiefs and equipment is balanced out among the fire districts. Camano fire districts have an agreement with Marysville for hazmat response. DES does work with I-Com, for example, on a project such as LETPP. NAS Whidbey has an agreement to respond off-base

to DOD situations in the County. In revisiting a 1993 Agreement regarding Ft. Lewis will also respond.

DES HLS continues to promote April "Drop, Cover and Hold" earthquake drills with schools; has now placed a video in the library system; distributed disaster recovery and business continuity information to chambers of commerce, and RACES volunteers participated in emergency communications portion of NDMS hospital drill. Future strategies were also noted in Mr. Halloran's presentation. There are a number of reporting requirements with this funding, lengthy and time-consuming. Only one State has actually been able to make use of close to 80% of the funds available. National average is around 30%.

The Commissioners asked that Mr. Halloran expand on the graphs to show the types of equipment provided by fire district/department [agency, location, equipment, value].

MAINTENANCE. Dan Sherk brought up for discussion various requests received over the last few months related to requests for furniture modifications, office renovations, furniture storage, Bank and Office purchases, and the use of Main Street Market building.

Ms. Franzen is renovating space in her office, changing out some furniture and equipment and has some furniture that needs to be stored. There are boxes of files that need to come out of her office into storage [about 15 boxes]; waiting for a permanent temporary solution and can wait for a few weeks.

Planning has been using Main Street for storage of some of the more recent historical Planning files. Mr. Bakke noted that the record storage center is full and no where else to store those files – probably looking at about 100 boxes. Planning also has some furniture stored at the old road shop on Camano pending remodel of a portion of the Camano Annex [and 20-30 boxes stored there as well].

Ms. Sinclair was aware that the Record Manager works on records according to the State schedule and tries to follow that as much as she can. It is her understanding that Main Street Market will be used for Planning records and also some of the Clerk's records until such time as the modulars are ready; and a shuffling can happen where the more permanent records will be in the storage facility and non-permanent records will be in the modulars. As far as records stored temporarily at Main Street Market until modulars are completed, the only department Ms. Sinclair is aware of that might have that issue would be the Clerk. Ms. Sinclair was aware that the Record Manager sent an update and had talked with Jill Woods and Gwen Maxfield at that time, and found that the earliest date to use the modulars would be mid to end of June.

Mr. Oakes confirmed that necessary upgrades to the modulars were being done and completion slated for the end of June.

As far as the disposition of some of the furniture stored at Main Street Market building, Elaine Marlow confirmed that could be disposed of, determined of no worth and no longer of use.

Mr. Sherk recalled that in looking at record storage in the Main Street building the Records Manager previously had concerns about security because back offices are occupied. Ms. Sinclair suggested that part of the building and offices could be closed off from the traffic going in and out the back offices, but if used for an on-going basis as a record center, there would be some security concerns. It is a question of volume and space.

Ms. Franzen would like to see her records more or less all in the same location for ease of access by her clerks as needed.

Ms. Sinclair was not sure in the short term that could be done, but acknowledged that was the plan in the long term. Short term, the Clerk's records would go to Main Street Market building if agreeable with the Clerk [as opposed to remaining in the Clerk's Office]. As far as whether the Clerk's records would be separately secured from any other departments records that may be stored there, if the Record Manager is proposing that building she is confident that would be the arrangement.

Ms. Franzen commented there were about 15 boxes in her office, at some point will be more, and need to be accessible to people in her office and no one else, and assumed the Record Manager was working on that.

Mr. Sherk was okay with the 15 boxes; but for security the locks may have to be changed.

The determination has not yet been made by the Board concerning looking at Main Street Market as being the place for storage of documents [long term]; things yet to be finalized before that determination made.

PROSECUTING ATTORNEY. Greg Banks reported that the Court of Appeals sent a short order in a letter today saying they are granting the County's motion to reconsider the GMA opinion they gave in the WEAN case.

TREASURER. Linda Riffe shared that received this morning from the Washington Municipal Treasurers' Association a news release that she would be presented the Washington Municipal Treasurers' Association Investment Policy Certification Award at the annual WMTA conference in April 2005. The certification, awarded on recommendation from an independent peer review committee, recognizes that Island County's investment policy conforms to the standards set by WMTA. The Investment Policy Certification Program provides guidance on establishing a framework to govern the investment of public funds.

HUMAN RESOURCES. Dick Toft mentioned that new employee orientation is done twice monthly [2nd and 4th Tuesdays of each the month]. The County under Federal law is required to complete paperwork for Immigration & Naturalization within three days' of the date of employment. It is important that Elected Officials and Department Heads make sure new employees meet with Human Resources the first day, and come with documents H.R. will need to see: Social Security card; driver's license, birth certificate or passport.

Roundtable adjourned at Noon.

The meeting at 1:30 p.m. began with the Pledge of Allegiance. By unanimous motion, the Board approved the minutes from the May 17, 2004 Regular Session as presented.

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.) #190145 to 190435\$392,820.37.

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
Sup. Court	050/04	Asst. Ct. Admin. 2008.00	Reclassification	5-24-04
Central Ser.	051/04	Intern/Web Designer 707.01	New Position/summer intern	5-24-04
Central Ser.	052/04	Programmer/Anal. 711.00	Personnel/overtime	5-24-04

ISLAND COUNTY AFFORDABLE HOUSING ADVISORY BOARD

By unanimous motion, the Board reappointed the following individuals to three year terms to June 16, 2007 on the Island County Affordable Housing Advisory Board: Judith Yeakel, Langley, and Lisa A. Clark, Oak Harbor.

STAFF SESSION SCHEDULE APPROVED - JUNE, 2004

By unanimous motion, the Board approved for distribution the Staff Session schedule for June, 2004, showing two sessions, both beginning at 9:00 a.m. and held in Island County Courthouse Annex, Basement Hearing Room #B-102, located at 1 NE 6th Street, Coupeville:

Regular Staff Session June 2, 2004 - Canceled
Special Staff Session June 9, 2004
Regular Staff Session June 16, 2004

LIQUOR LICENSE SPECIAL OCCASION LICENSES APPROVED
CAMANO SENIOR AND COMMUNITY CENTER

Based on review and favorable recommendations received from the appropriate county departments, the Board by unanimous motion recommended approval of the following liquor licenses:

Application for Special Occasion Liquor License #092151 by the Camano Senior & Community Center, Special Occasion July 24, 2004 from 4:00 p.m. to 11:00 p.m. at the Camano Senior & Community Center, 606 Arrowhead Road, Camano Island, Wa.

Application for Special Occasion Liquor License #092151 by the Camano Senior & Community Center, Special Occasion September 18, 2004, from 7:00 p.m. to 11:30 p.m. at the Camano Senior & Community Center, located at 606 Arrowhead Road, Camano Island, Wa.

AMENDMENT #2 TO CZM GRANT #GO300119 - WASHINGTON STATE DEPARTMENT OF ECOLOGY
-NORTHWEST STRAITS PROJECT

Amendment No. 2 to CZM Grant #GO300119 with the Washington State Department of Ecology for Northwest Straits Project Cama Beach State Park and Penn Cove Restoration Projects (RM-EXT-04-0047) was approved by unanimous motion of the Board extending period of performance to June 30, 2004 with revised scope of work. No change in dollar amount of contract.

CONTRACT AMENDMENT #1 RM-WSU-04-0048 TO SERVICES AGREEMENT -CLYDE JOHNSON
DBA SEAJAY CONTRACTING

Contract Amendment #1 RM-WSU-04-0048 to Services Agreement between Island County and Clyde Johnson dba Seajay Contracting was approved by unanimous motion of the Board. The Amendment is for extension of contract to June 30, 2004 and there is no dollar amount change.

BID AWARD FOR OFFICIAL COUNTY NEWSPAPER

Pursuant to RCW 36.72.075, letting a contract to a legal newspaper qualified to serve as the official county newspaper for the term of one year beginning on the first day of July, Suzanne Sinclair, Island County Auditor, opened and presented the one bid received:

Whidbey Newspaper Group, a division of Sound Publishing:
Whidbey News-Times and South Whidbey Record
Rates per Inch: \$ 9.80 per inch per insertion
a 6% increase over last year's rate.

It was Ms. Sinclair's recommended bid award to Whidbey News Times.

The Board by unanimous motion accepted the bid from Whidbey News Group with Whidbey News Times designated

as the official County newspaper for the term of one year beginning July 1st, and agreed that as has been the practice for the last several years, when there is an issue that affects South Whidbey, Camano Island or Coupeville, there will also be an advertisement in the appropriate paper in addition to publication in the Whidbey News Times as the legal paper of record.

RESOLUTION #C-62-04/R-21-04 – APPROVING PLANS, SPECIFICATIONS AND AUTHORIZING CALL FOR BIDS - 2004 WHIDBEY ISLAND MISC. OVERLAYS

Resolution #C-62-04/R-21-04 in the matter of Approving Plans and Specifications & Authorizing Call for Bids for 2004 Whidbey Island Miscellaneous Overlays, CRP 04-02, Work Order No. 358. Was approved by unanimous motion as presented and recommended for approval by Bill Oakes, Public Works Director. Bid Opening set for the 17th day of June, 2004, at 11:00 a.m. in Meeting Room B101, County Annex Building, 1 NE 6th Street, Coupeville, Wa.
[Resolution #C-62-04/R-21-04 on file with the Clerk of the Board]

HEARING SCHEDULED: RESOLUTION #C-63-04/R-22-04 – PETITION BY A. DAVID STRAUSS FOR VACATION OF PORTION OF COUNTY ROAD RIGHT-OF-WAY KNOWN AS EDGEWATER DRIVE IN THE PLAT OF DOUBLE VIEW, CAMANO ISLAND

Resolution #C-63-04/R-22-04 In the Matter of the Petition of A. David Strauss for Vacation of Portion of County Road Right-of-Way known as Edgewater Drive in the Plat of Double View, Sec. 3, Twp 31N., R 2E., Camano Island, Wa. was presented by the Public Works Director. The Board by unanimous motion scheduled the Resolution for public hearing at a Special Session to be held on Tuesday, July 6, 2004 at 2:00 p.m., Camano Multipurpose Center, 141 N.E. Camano Drive, Camano Island, Wa.

RURAL ARTERIAL PROGRAM PROJECT (RAP) #PW-0420-84 - COUNTY ROAD ADMINISTRATION BOARD - CONSTRUCTION PROPOSAL–ARROWHEAD RD.

Rural Arterial Program Project (RAP) #PW-0420-84 between Island County and the County Road Administration Board, Project Agreement for Construction Proposal Arrowhead Road, Camano Island, M.P. 00.20 to 00.95, for total amount authorized RATA Funds in the amount of \$58,870 was approved by unanimous motion of the Board [initial funding just for design work].

RURAL ARTERIAL PROGRAM PROJECT (RAP) #PW-0420-85 - COUNTY ROAD ADMINISTRATION BOARD - CONSTRUCTION PROPOSAL–MUTINY BAY RD.

Rural Arterial Program Project (RAP) #PW-0420-85 between Island County and the County Road Administration Board, Project Agreement for Construction Proposal Mutiny Bay Road, South Whidbey Island, M.P. 00.00 to 01.00 to increase the funding by \$162,985 (per CRABoard meeting of 4/29/04) for total authorized RATA Funding in the amount of \$500,000 was approved by unanimous motion of the Board.

MAINTENANCE AGREEMENT #PW-0420-70 - ISLAND ART FOR VETERANS COMMITTEE AND OAK HARBOR CHAPTER OF DISABLED AMERICAN VETERANS

Maintenance Agreement #PW-0420-70 between Island County, Island Art for Veterans Committee and Oak Harbor Chapter of Disabled American Veterans, for the maintenance of the Island County Veterans Memorial was approved by unanimous motion of the Board.

SUPPLEMENTAL AGREEMENT NO. 1 – PW-0420-81 - FAKKEMA & KINGMA - FREELAND PLANNING AREA COMPREHENSIVE DRAINAGE PLAN

Supplemental Agreement No. 1 to #PW-0420-81 between Island County and Fakkema & Kingma for Freeland

Planning Area Comprehensive Drainage Plan, changing completion date to December 31, 2004 was approved by unanimous motion of the Board as recommended by Mr. Oakes.

REAL PROPERTY VOUCHERS

Pulled from agenda on request of Public Works Director.

PLG-011-04 INCORPORATING THE SERVICE AREA FOR THE GREENBANK FARM WATER SYSTEM INTO THE ISLAND COUNTY COORDINATED WATER SYSTEM PLAN

By unanimous motion of the Board, this item tabled until next Board meeting, June 7, 2004.

EXECUTIVE SESSION

At 2:45 p.m., Chairman Byrd announced that the Board would meet in Executive Session in

Conference Room #218, Courthouse Administration Building, as allowed under R.C.W. 42.30.110 (1) (c) to consider the minimum, price at which real estate will be offered for sale or lease. The session lasted approximately 15 minutes and no announcement made afterwards in open public session.

There being no further business to come before the Board, meeting adjourned at 3:00 p.m. after Executive Session. Island County offices will be closed on Monday, May 31st in observance of Memorial Day holiday, and will reopen on Tuesday, June 1st. The next regular meeting of the Board of County Commissioners will be Monday, June 7, 2004.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

William J. Byrd, Chairman

Mike Shelton, Member

Wm. L. McDowell, Member

ATTEST: _____
Elaine Marlow, Clerk of the Board