

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING OCTOBER 11, 2004

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on October 11, 2004, at 9:30 a.m. in the Island County Courthouse Annex Hearing Room, located at 1 N. E. 6th Street, Coupeville, Wa. William J. Byrd, Chairman, Mike Shelton, Member, and Wm. L. McDowell, Member, were present. The meeting began with the Pledge of Allegiance. By unanimous motion, the Board approved the minutes from the September 27, 2004 Special Session.

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.) #198841-199108..... \$580,292.20.

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 |
|--------------|--------------|--------------------|-------------------|------------------|------------------|
| Maint. | 093/04 | Office Mgr. | 904.00 | Reclassification | 10/11/04 |
| Assessor | 094/04 | Appraiser 3 | 106.04 | Appraiser 3 | 10/11/04 |

EMPLOYEE AWARDS

EMPLOYEE SERVICE AWARDS

| Department | Employee | No. of Years |
|-------------------|-----------------|---------------------|
| Public Works | Joe Araucto | 10 |
| Public Works | Pete Seybert | 5 |
| Solid Waste | Todd Davis | 10 |

CERTIFICATE OF APPRECIATION

Michelle Cook was employed at Island County Superior Court in the position of Courthouse Facilitator for approximately two years and has recently resigned from the position. Michelle assisted un-represented litigants accessing the Superior Court in domestic relations cases, and instrumental in successfully developing the court facilitator program. She was presented today with a Certificate of Appreciation for the generous dedication and commitment displayed in the position of Court Facilitator to the Island County Superior Court on behalf of Judge Alan R. Hancock and Judge Vickie I. Churchill.

EMPLOYEE OF THE MONTH - AUGUST, 2004

Sally Waters, Island County Health Department, was selected as Employee of the Month for August 2004. Sally has established a reputation for thoroughness and professionalism while exhibiting a cheerful and friendly demeanor that is welcomed and appreciated by food servers and commercial establishments throughout the County.

EMPLOYEE OF THE MONTH - SEPTEMBER, 2004

Josh Choate, Prosecutor's Office, selected as Employee of the Month for September 2004, has established a reputation for thoroughness, teamwork and willingness to help other staff members. He has demonstrated that he can handle a wide variety of legal issues both on the criminal side as well as civil matters.

LIQUOR LICENSE APPLICATION #091765 – WASHINGTON STATE UNIVERSITY FOUNDATION FOR SPECIAL OCCASION AT GREENBANK FARM

By unanimous motion the Board approved Liquor License Application #091765 by Washington State University Foundation for special occasion to be held October 23, 2004 at Greenbank Farm, subject to the condition requested by GSA/Risk Management that Island County receive an insurance certificate from WSU before the event.

CONTRACT AMENDMENT #12 - DEPARTMENT OF HEALTH CONSOLIDATED CONTRACT

Contract Amendment #12 in the amount of \$21,732 to Department of Health Consolidated Contract for additional funding for Vaccines For Children Special Projects, Healthy Child Care WA, and Bioterrorism Focus 'E' (Stationary Satellite Phone) under Contract #C08679, for a new total of \$1,017,980 was approved by unanimous motion of the Board (RM-HLTH-02-0094).

CONTRACT AND CONTRACT BOND - FOUR SPRINGS RENOVATIONS AND ADDITIONS

The Board by unanimous motion approved and signed Contract and Contract Bond between Island County and Van Rossen Construction, Inc. Everett, (RM-GSA-04-099] in the amount of \$345,260.89 for Four Springs Renovations and Additions project per award of bid August 23, 2004.

BAYVIEW ROAD PROJECT CRP-98-17 QUIT CLAIM DEEDS AND CONSTRUCTION EASEMENT

As presented and recommended for approval by Bill Oakes, Public Works Director, the Board by unanimous motion approved the following quit claim deeds and construction easement associated with Bayview Road Project CRP-98-17:

- Quit Claim Deed – William & Patricia Wolfram, Penny Burghardt & Vivian Hoppe in the amount of \$8,735.00 (\$7,409.00 for land, \$750.00 for trees, \$576.00 for fencing) - Parcel 144-5920, Sec. 7, Twp 29N, R 3E.
- Construction Easement – PW-0420-25 - William & Patricia Wolfram, Penny Burghardt & Vivian Hoppe - Parcel 144-5920, Sec. 7, Twp. 29N, R 3E.
- Quit Claim Deed – Thomas P. & Janice C. Clark in the amount of \$6,910.00 (\$6,160.00 for land, \$750.00 for trees).

ADOPT-A-ROAD LITTER CONTROL PROGRAM – RENEWAL AGREEMENT: FASOTRAGRUPAC DET WHIDBEY, AZI(AW) ROBERT G. SWANS

Adopt-A-Road Litter Control Program Renewal Agreement with Fasotragrupac Det Whidbey, AZI (AW) Robert G. Swans on, Ault Field Road from Goldie Road to Heller Road, Oak Harbor, was approved by unanimous motion of the Board.

STORMWATER AGREEMENT & COVENANTS – PLAT OF HOLMES HARBOR GOLF & YACHT CLUB

The Board, by unanimous motion, approved the following Stormwater Agreements and Covenants related to the Plat of Holmes Harbor golf & Yacht Club, as presented by the Public Works Director:

Stormwater Agreement & Covenants – PW-0420-114; Island County & Charles A. Cook; Lot 11, Block 3, Division No. 6, Plat of Holmes Harbor Golf & Yacht Club.

Stormwater Agreement & Covenants – PW-0420-115; Island County & Charles A. Cook; Lot 12, Block 6, Division No. 7, Plat of Holmes Harbor Golf & Yacht Club.

Stormwater Agreement & Covenants – PW-0420-119; Island County & Charles A. Cook; Lot 13, Block 5, Division No. 8, Plat of Holmes Harbor Golf & Yacht Club.

Stormwater Agreement & Covenants – PW-0420-139; Island County & Charles A. Cook; Lot 1, Block 4, Division No. 9, Plat of Holmes Harbor Golf & Yacht Club.

SUPPLEMENTAL AGREEMENT 2 – PW-01209 (B) - ISLAND COUNTY & ATELIER, P.S.

As presented the Board by unanimous motion approved Supplemental Agreement 2 – #PW-01209 (B) between Island County and Atelier, P.S., Trail Design Services to change completion date to December 31, 2005 and increase the maximum amount payable by \$19,247.59 for additional project management, preliminary trail grading plan and right-of-way plans for Maxwelton Trail.

APPLICATION FOR ROGUE CREOSOTE LOG REMOVAL PROJECT – DEPARTMENT OF ECOLOGY - DOUBLE BLUFF BEACH COASTAL PROTECTION

The Board approved by unanimous motion Mr. Oakes' request for approval/authorization to submit on behalf of Island County an Application to the Department of Ecology for Rogue Creosote Log Removal Project for Double Bluff Beach Coastal Protection, the removal of creosote logs for reduction of contaminants and protection of habitat, in the amount of \$34,500.

BID AWARD/CONTRACT – WASHINGTON LAND RECYCLING, L.L.C., GRINDING & REMOVAL OF BRUSH AND WOOD WASTE

Bid Summary and Recommendation for Bid Award and two-year Contract RM-SW-05-04 was presented by Mr. Oakes, between Island County and Washington Land Recycling, L.L.C., the low bidder, for Grinding and Removal of Brush and Wood Waste. The Board by unanimous motion approved bid award and contract RM-SW-05-04 between Island County and Washington Land Recycling L.L.C. as presented.

BUDGET WORKSHOP

-
The Board met in budget workshop on the preliminary 2005 budget. Proposed budget and supplemental requests are taken under advisement by the Board; no final decisions expected as a result of budget workshops. Handouts are on file with the Clerk of the Board.

General Budget Hand-outs:

- 2005 Workshop Budget – Supplemental Budget Requests Summary
- 2005 Workshop Budget – Summary of Current Expense

Public Health Pooling

Alcoholism/Drug Abuse
Developmental Disabilities
Mental Health
Water Quality Assistance Fund

Presentation by: Tim McDonald
Dr. Roger Case
Staff: Kerry Clarke McDonald
Linda Telles
Keith Higman
Jackie Henderson
Carrie McLachlan

Hand-Outs: Public Health Pooling Budget Proposal Submittal for Revenue and Expenditures
Budget notebook page 329 – 389; Budget Narrative page 382

Budget based on assumptions: Current Expense contribution to Public Health Pooling \$506,533 (including \$96,736 Healthy Families Program and \$121,885 Hydrogeologist program) and \$13,271 Alcoholism/Substance Abuse fund; Risk Pool liability insurance \$40,000; COLA of 2%, retirement contribution increase of 1.6% and medical insurance plan increase 7%. . Assumption is that grants will be received as currently predicted, and fee revenue follow historical trends. [note – double-check that figure, could be between \$42,000 - \$44,000]. There is a slight increase in service charge. Required by State Auditor to charge grants for a “composite” rate which includes salary, benefits and liability for vacation and sick leave. In 2004 approximately 83% of PHPF funded from sources outside Current Expense (43% fees and 40% grants), with Current Expense at 17% . Look at administrative overhead every year according to federal regulations. Financial requirements in order to continue current programs at current levels for 2005 [based on actual final numbers could be slightly less]:

-
Public Health Nursing: additional \$30,100
Environmental Health: additional \$45,646
Hydrogeologist Program: additional \$ 9,516
Alcohol/Sub. Abuse: additional \$ 6,659

Other requests/considerations:

- Unreserved fund balance forward from 2003 is \$605,000 [not including \$188,314 sinking reserve fund for automobile replacement]. A liability not currently accounted for are dollars required to compensate employees upon termination for unused annual leave and sick leave and request for 2005 that liability of \$280,000 be dedicated out of the unreserved fund balance. It is a management tool, an accounting technique to track liability for buyouts.
- Propose a dedicated computer and equipment replacement sinking fund at \$10,000 per year.
- Environmental health - consider perhaps 5.5% fee increase
- Re-evaluation of one position

TB Program. Whereas there normally would be perhaps one TB case a year, this year there have been five cases. TB is slowly increasing throughout Western Washington. World-wide one out of three people contract TB. State's were required in 1976 to dedicate millage to counties to be used for TB prevention and hospitalization, etc., and the last year for that dedication was 1979. In 1993 it was reaffirmed that county legislative authorities were responsible for funding any unfunded TB intervention, medicine or hospitalization or other services required. Two increases are proposed for 2005 funded from Public Health Pooling surplus dollars:

1. \$10,000 dedicated to potential communicable disease overtime
2. \$10,000 to communicable disease professional services line.

Planning & Community Development

Presentation by: Phil Bakke
Staff: Jeff Tate
Edie Elerick

Hand-Outs: Planning & Community Development Budget Proposal Submittal for Revenue and Expenditures Budget notebook page 176-201; Budget Narrative page 187

Power-point presentation given on the Island County Planning & Community Development 2004 Workplan [copy in Budget Notebook pages 189-201]. The presentation provided figures to show the build-up from the 1998 Comprehensive Plan and Development regulations through 2004 Comp Plan review. The Comp Plan is continuously being updated and reworked to reflect problems and desires of members of the public. Top of the list for 2005 is completion of the 7-year review and update of the Comp Plan and Development Regulations. Working diligently to complete as many aspects as possible this year, with the exception of critical area regulations.

With assistance from the Prosecutor's Office the Department performed a comprehensive review of GMA to see if any changes occurred since the time the County's Comp Plan was adopted, and whether or not there are any sections of the Plan that no longer comply. That review resulted in very minor updates, basically all house-keeping in nature.

Currently in the midst of reviewing and overhauling the building permit process to compliment the updated building codes looking at how to reduce the number of hands that work with a building permit and come up with ways to build in more natural accountability for the time line of a permit. Mr. Bakke reviewed some ideas to level things out as far as the time it takes for a building permit, believing that adding another plans examiner would help. Commissioner Shelton stressed the importance of getting it worked out, eleven weeks for a building permit issuance unacceptable.

Aside from regular budgeting for 2005, specific requests include:

- Critical areas update - unknown cost; will be expensive and necessitate hiring an outside consulting group to look at best available science as it applies to Island County.
- Upgrade Permit Tech II, Camano Island
- Add full-time Plans Examiner/Building inspector trainee
- Four vehicle replacements

Budget Director confirmed that the four vehicles requested are included in the 2005 vehicle replacement schedule.

WSU/Extension/Grants/Weed Control

Presentation by: Don Meehan
Staff: Janet Hall
Judy Feldman

Proposal on Page 77 of the Budget Notebook; Budget Memo on Page 95
Handouts: Version B 2005 Extension Services Budget dated 9/3/04
Supplemental Request – Noxious Weed Control Board

Mr. Meehan read the budget memo. Stressed the struggle to fund 4-H adequately, and was not sure there was enough funding to meet current needs. For over 25 years the Master Gardener program has been a main stay program in Island County. If required to "hold the line" for 2005, only approximately \$12,000 would be available for the office coordinator position, an important position providing major support for 4-H and technical support for all of the programs. To continue the position at the level it is now requires \$22,000. Master program has never been separated out as a budget; difficult to run the volunteer program [some 90 volunteers] and request another \$10,000 to support that. 4-H challenge program, includes some 1,000+ kids who have gone through the program, several hundred adults. If not for a donation from Island Thrift the program would have had to have been dropped. Need someone on board who knows what they are doing, understands safety issues and has the ability to facilitate that. Looking to raise about \$22,000 this year but that still falls short by about \$15,000. The corporate program has been a bit of a challenge but is getting up and running. Request bringing position held by Jim Clark up to full time, \$32,000 needed.

Camano has a very dedicated group of volunteers (about 45-50) and have been able to use the stewardship program but there is not much money to coordinate them. Anticipated getting some infrastructure funding from Public Works and the watershed program but they really are not getting that. Like to see that strengthened by adding \$10,000 to the \$5,000 for next year. Asking \$51,000 in all to carry through in 2005.

Constantly trying to find new funds. Added two new sources of revenue: October 23rd Harvest Festival celebration where they hope to raise funds in support of basic infrastructure; part of that is a fund raiser for 4-H that could bring in approximately \$4,000 for 2005 in support of extension programs. Keep in mind not only is the County getting its money back in programs, there is some 30,000+ hours volunteers invest in the community.

Ms. Feldman and Ms. Hall commented about the important of the programs, and noted what happened when the front office position was taken away, a huge blow to 4-H. Taking care of those duties takes Ms. Feldman away from 4-H, and does not see how she can get the some 300 kids to the Fair if this continues. Overhead on grants is charged where appropriate, but many grants for these programs do not allow charging overhead or administrative fees.

For Commissioner McDowell, the first priority for WSU Extension department would be 4-H kids.

Mr. Meehan agreed that developing kids to be good quality citizens is probably the most important thing they do. If that were his marching orders, he would have to cut programs for which he has no

financial support for, i.e. the Master program. It takes a lot of resources out of the office to do the Master Gardeners program.

Weed Control [Budget Notebook Pages 97-102]. Weed Control has been included as a line item within WSU Extension operations for the last number of years instead of a separate budget. Dave Jamieson has pointed out in an e-mail to Mr. Meehan that contrary to current practice the County Commissioners are not authorized by state law to employ the Noxious Weed Coordinator to be supervised by Mr. Meehan, and that the hiring and firing needs to be by the Island County Noxious Weed Control Board, and cited RCW 17.10.060. The budget memo was written by Susan Horton, Program Coordinator. If the budget is hold the line at 2004, using the figure of \$19,225, dedicating the salary portion leaves only \$581 for maintenance and operation. Supplemental request:

| | | |
|---------------------|---------|-------------|
| Program Coordinator | 1.0 FTE | \$44,000 |
| Staff | 0.5 FTE | 18,645 |
| M&O | | 4,490 |
| Total: | | \$67,135.00 |

Elaine Marlow explained that the workshop budget proposal included the weed control position at its current level increased for COLA the same as everyone else, and funded M&O at the 2004 level. [refer to Page 93-94]. Will check revenue figures for publication sales. With regard to the position, over the years the difference in dollar amount is the difference in seniority raises; the position is funded still at a 0.5 FTE but the dollars have decreased because of longevity raises.

Central Services/Telecommunications

Presentation by: Cathy Caryl
Staff: Diana Vaughan

Budget Notebook page 25; budget narrative page 29.

Only real change is a request under Operating Rentals and Leases to replace the mail machine. Proposal for new mail machine will be less than what is being paid now, especially this year because there will be a one year warranty. The new machine is significantly quieter, faster, more computerized and billing process easier. Must be digital compliant by the end of 2005. Purchased the virus protection county license this year so that amount will be dropped out of the budget. Everything else pretty much remains static. Requesting that any monies available go towards upgrading of the accounting system.

Ms. Marlow indicated that the revenue and expenditure worksheet takes into account all the cost savings Ms. Caryl went through, so to fund her supplemental request to upgrade the accounting system would require about \$54,000 additional. Office Equipment (Current Expense) is budgeted at \$50,000 and one of the things that needs to be discussed is that in past years a good portion of that budget has gone to replace computers, software and hardware and at some point the County needs to plan for replacing some other office equipment. The \$50,000 is not adequate to fund all the items that are needed and eventually approved during the year.

Chairman Byrd acknowledged a need for a separate budget line large items such as copiers, etc.

Follow-up. (1) discuss Office Equipment budget; (2) talk about the phone system.

Human Resources

Presentation by: Dick Toft
Budget Notebook page 120. Budget Narrative page 124.

The only thing that needs to be done at this point is some fine-tweaking and allocation of funds within the budget, needing \$300-/+ to hold the line. Supplemental request includes: EAP services \$1200; \$600 for training; and request for new copier for the volume needed for H.R. and Budget Director.

LEOFF Budget

Presentation by: Mike Shelton
Staff: Jan Ford

Budget Notebook Page 143

The only thing that might change is that one of the LEOFF members will be turning 65 in September and the insurance premiums will be substantially lower for three months since that individual will be eligible for Medicare. Do not know what the availability for Zenith for regular-covered LEOFF members, but it is the only one that will cover the two LEOFF members who live out of state. Premium increase for 2005: 3% for 11 individuals and 9% for 2 individuals.

Should the one LEOFF member who will turn 65 request reimbursement of part B Medicare, the cost will be \$78.20/mo.

Zenith is \$851 per mo. for those members under 65; for Group Health \$708 per month under 65 and \$297 over 65. LEOFF I retirees have a different rate under Zenith than regular retirees [that may have changed and the Budget Director will review those figures].

Commissioners

Staff: Ellen Meyer
Joyce Kasperson
Jan Ford

Budget Notebook page 42 – 50; Budget narrative Coupeville Office – page 49; Camano Annex Page 50.

Camano Annex. Basic hold the line budget with COLAs built in per the Budget Director figures. Reviewed request for additional funds. Line item 135 – small tools & minor equipment – spent this year \$1743 to upgrade computer/software to accommodate the Treasurer's new property tax receipt system. Based on use, there are concerns about whether or not the current printer and fax will have to be replaced in 2005. Depending on what happens with the proposal from Bank & Office may need office and furniture upgrade.

Follow-up. Received invoice from ER&R Fund for office space rent at the Camano Annex

from 1999-2003 and 2004. Budget Director will meet with Public Works to work out an agreement hopefully before the end of the year.

Coupeville Office. Hold the line budget with COLAs per Budget Director figures. No particular additional needs or concerns within the general budget categories of Office & Operating Supplies or Small Tools, Repairs & Maintenance - can maintain the same dollar

amount for 2005 as budgeted for 2004 in those two categories. Need to review travel line based on expenditures at the 8th month level and determine if that needs some adjustment.

Supplemental/Equipment – concerns:

Small Recorder/Transcriber. Purchased in 1996; used a lot for WRAC meetings. With no back up in the BOCC office, consider asking that the Health Department purchase their own for use by WRAC.

Copier. Older copier, limping along, with many repair visits required; parts getting harder to come by; need to think about a replacement 2005 – 2006.

Printers Main Office Printer. Hopefully will not have to replace until 2006 or later. High volume, reliable printer. Small printer-replacement parts required; future replacement determination needed by Central Services.

There being no further business to come before the Board at this time, the meeting adjourned at 3:47 p.m. The Board will meet in special session October 15, 2004 beginning at 2:30 p.m. to conduct a budget workshop, and the next regular meeting is scheduled for October 18, 2004 beginning at 9:30 a.m.

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