

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING-OCTOBER 18, 2004

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on October 18, 2004 beginning at 9:30 a.m. in the Island County Courthouse Annex, Hearing Room, 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 regular sessions September 27, 2004 and October 4, 2004.

VOUCHERS AND PAYMENT OF BILLS

The Board by unanimous motion approved the October 15, 2004 payroll, and the following vouchers/warrants: Voucher (War.) #199352 - 199587\$927,820.30.

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
Central Serv.	Adm. Asst. #702.00		Replacement	10/18/04
Juvenile Ct.	Juv/Fam. Ct. Director #1400		Personnel Action	10/18/04

RESOLUTION #C-84-04 IDENTIFYING PURCHASE OF SOFTWARE AND SERVICES FOR TREASURER'S ACCOUNTING SYSTEM AS SOLE SOURCE PURCHASE NOT SUBJECT TO COMPETITIVE SOLICITATION AND APPROVAL OF CONTRACT WITH CLARK NUBER

By unanimous motion, the Board approved Resolution #C-84-04 identifying purchase of software and services for the Treasurer's accounting system as sole source purchase not subject to competitive solicitation, and approved and signed the contract with Clark Nuber (#RM-TREA-04-0104) in the amount of \$14,430.00 plus sales tax. [Resolution #C-84-04 on file with the Clerk of the Board]

HEALTH CONTRACTS APPROVED

By unanimous motion, the Board approved two Health Department contracts as follows:

- Contract #HS-10-03 with Sherwood Community Services, Inc. for costs of DD Birth-to-3 Program for Camano Island Residents, in the amount of \$5,000 (RM-HLTH-03-0077)
- Contract #HD-09-04 with Margaret E. Griswold to provide registered dietitian services to WIC clients on Camano Island, at \$25.00/hour (RM-HLTH-04-092).

RESOLUTION #C- 85-04 SALE AND OR DISPOSAL OF SURPLUS COUNTY PROPERTY

As provided by Betty Kemp, Director, GSA, the Board by unanimous motion approved Resolution #C- 85-04 in the Matter of Sale and or Disposal of Surplus County Property, a 1994 Chevrolet S-10 pickup to be disposed of in accordance with Island County Code Chapter 2.31.

[Resolution #C-85-04 on file with the Clerk of the Board]

AMENDMENT NO. 1 TO FAMILY RESOURCE CENTER SOUTH WHIDBEY USE AND OCCUPANCY AGREEMENT WITH COMPASS HEALTH

As recommended by Ms. Kemp and forwarded to the Board for approval, the Board by unanimous motion approved and signed Amendment No. 1 to Family Resource Center South Whidbey Use and Occupancy Agreement with Compass Health (RM-GSA-04-096) for a term of five years.

GRANT AGREEMENT-WASHINGTON STATE MILITARY-EMERGENCY MANAGEMENT DIVISION AND SNOHOMISH COUNTY EMERGENCY MANAGEMENT FOR DEPARTMENT OF HOMELAND SECURITY FUNDING CONTRACT

Grant Agreement with Washington State Military-Emergency Management Division and Snohomish County Emergency Management for Department of Homeland Security funding in the amount of \$342,169.00 under Contract No. E05-071 (RM-DES-04-0100) was

approved by unanimous motion of the Board.

MONTHLY FINANCIAL REPORTS FROM AUDITOR & TREASURER

Auditor

Suzanne Sinclair, Island County Auditor, provided a written financial report for the period ending September 30, 2004. The appropriate percentage at the end of September would, in a perfect world, be 75%. The numbers are running a little behind on revenue, largely because the second half property taxes do not come due until the end of October. Current Expense is at 75% and special revenue funds are at 73% , not significantly different from years' past. Expenditures are a bit behind forecast, which is a good trend.

Treasurer

Linda Riffe, Island County Treasurer, provided a written report for the same period under cover memorandum October 18, 2004, containing explanatory comments on the September 30 Statement of Cash Operations, Revenue/Current Expense:

Investment Fees. Reduction in fees received due to low interest rate prevailing at the time [fee is based on interest earned – fee charged to junior taxing districts that invest through the Treasurer's office is set by RCW].

Excise Tax-Timber. Percent of budget 164.96 due to having fully paid and completed for the year Priority 1 and 2 obligations per statute by the third quarter; priority 3 obligations paid and with excess established 20% reserve fund to be applied in 2005.

Investment interest. Reduction due to having liquidated 10 bonds providing \$3.9 million to cover expenses for Roads. Interest earned on the investments was booked in 2003 and when the bonds sold, the interest had to be taken out in 2004. Principal was maintained (no loss).

[reports on file with the Clerk of the Board]

PUBLIC INPUT OR COMMENTS

Billy Roeseler, Kirkland, a professional engineer, Associate Technical Fellow, Boeing Commercial Airplanes, read from written comments (diagram attached) relating to waterfront property he and his wife purchased off Humphrey Road, one-half mile north of Glendale. He had expected some problems due to the geotechnical hazard. The road access permit was denied by the County Engineer, advised to complete a geotechnical survey and detailed engineering design of the driveway which was done and resubmitted. The County Engineer then indicated the need to consult with the geotech engineer who had worked on the last road slide just south of the Roeseler property in 1996. Having redesigned the driveway and satisfied all technical objections instead of receiving permit approval from the County Engineer, was told that Commissioner Shelton overturned the decision of the County Engineer. Mr. Roeseler is seeking approval of the permit.

A group of folks, 20 +/-, attended the meeting to urge the Board's continued budget support of WSU Extension with respect to the Master Gardener program. Fletcher Davis, President, Island County Beach Watchers; Bill Stipe, Greenbank, Master Gardener for fifteen years, and member, Noxious Weed Control Board; Anne Baum, Coupeville, Master Gardener; David Shoup, Clinton, a Master Gardener, who serves as a representative for South Whidbey; and Linda Snow, Coupeville, supported funding for WSU Extension Service at least at its current level to provide office support for the programs and coordination of the over 50 volunteers. Some of the salient points brought out included:

- Any group of more than 50 volunteers need paid staff for coordination and administrative work
- Gardening is a big deal to folks in Island County. Master Gardeners workshop this Spring attended by about 400 + people; maintain teaching gardens at Greenbank Farm; make home garden calls; maintain hot line; provide education, and the activities draw tourists and enhance the County's economy.
- WSU Extension provides up-front training and education; crucial library reference materials, use of microscopes, etc. and home garden visit coordination.
- Beach Watchers is one of ten activities coordinated by County Extension office and provides over 18,000 volunteer hours annually.

Melissa Haley, NAS Youth Director for Navy kids, shared with the Commissioners what the Master Gardeners brought to their program and the importance the program played over the last seven years.

Sandra Dubpernell and Sammie Kempbell, both from Coupeville and Beach Watchers, talked about the importance of the work by the Beach Watchers including Central Puget Sound marine mammal network, education, exhibits at Coupeville Wharf, volunteers at Deception Pass and Rosario tide pools, on the beaches on summer weekends to greet people and teach beach education and etiquette; volunteer work at Maxwellton Salmon Adventure; Sound Waters training one weekend a year; roadside and beach clean up;

monitor 37 beaches in Island County.

Marcia Nelson, Vice President, Island County Master Gardeners, asked continued support, citing many of the same reasons as previous speakers, and turned in about 20 post card comments from the attendees of the Master Gardner workshop held this year [placed on file with the Clerk of the Board]. The Commissioners agreed they would schedule a time with her to take a tour of the Master Gardener

educational garden at Greenbank Farm.

STANDARD CONSULTANT AGREEMENT – PW-0420-130 - ISLAND COUNTY & KDD & ASSOCIATE, LLC

As presented and recommended for approval by Bill Oakes, Public Works Director, the Board by unanimous motion approved Standard Consultant Agreement #PW-0420-130 between Island County & KDD & Associate, LLC related to Traffic Calming Policy Development (Work Order #140).

BIDS AWARDED AND PURCHASE ORDERS APPROVED FOR FENCING

By unanimous motion, based on recommendation of Mr. Oakes to approve three bid awards and purchase orders associated with fencing projects, the Board approved the following:

- Bid Award to McBride Fence, Inc., for Fencing Patmore Pit Off Site Parking and Purchase Order #7102 in the amount of \$5,328.36
- Bid Award to Washington Fence Company for Sign Shop Landfill Site and Purchase Order #7103 in the amount of \$6,486.09
- Bid Award to Economy Fence to furnish and install all Galvanized Fence System for Basketball Court on Haller, fencing is part of an Agreement Between the County and Town of Coupeville, and approval of Purchase Order #6187 in the amount of \$7,824.68.

AMENDMENT NO. 1 - SALMON RECOVERY #PW-0420-152 – WASHINGTON DEPARTMENT OF FISH AND WILDLIFE #03-1012 - ISLAND COUNTY LEAD ENTITY OPERATIONAL GRANT, AMENDMENT NO. 1

Amendment No. 1 to Salmon Recovery Contract #PW-0420-152/ WDFW #03-1012 for Island County Lead Entity Operational Grant, (Work Order #288), was approved by unanimous motion of the Board as recommended by Mr. Oakes, for the purpose of adjusting the budget, scope of work and extend the grant from July 2004 through June 2005, for new contract total not to exceed \$102,647.00.

WASHINGTON STATE DEPARTMENT OF ECOLOGY/CWF GRANT APPLICATION – FREELAND WATER QUALITY IMPROVEMENT

As presented and summarized by Mr. Oakes, the Board by unanimous motion, approved and signed FY 2006 Washington State DOE CCWF Grant Application for Freeland Water Quality Improvement.

BID AWARD FOR LANDFILL GAS CONTROL SYSTEM ADDITIONS AND UPGRADES – DPW/SOLID WASTE DIVISION

Per recommendation of Mr. Oakes, as well as Dave Bonvouloir, Solid Waste Manager, the Board by unanimous motion awarded bid for Landfill Gas Control System Additions and upgrades- DPW/Solid Waste Division to Glacier Environmental Services, Inc., Mukilteo in the amount of \$481,504.78, including sales tax.

FORMAL NOTIFICATION OF CLOSED ASBESTOS DISPOSAL SITE

As submitted and presented by Mr. Oakes, the Board by unanimous motion approved and signed the Formal Notification of Closed Asbestos Disposal Site at the Coupeville Landfill site to be recorded with the property. [Notice on file with Clerk of the Board]

GMA GRANT SIGNATURE – CRITICAL AREAS ELEMENT REVIEW \$50,000

Jeff Tate, Assistant Director, Planning and Community Development, requested the Board's approval on Growth Management Contract #S05-62600-021 the grant having been applied for earlier this year to the Department of Community, Trade and Economic Development in the amount of \$50,000 to be used to aid the County in updating the Critical Areas element of the Comprehensive Plan and Critical Areas development regulations based on best available science. A preliminary cost estimate [copy provided and placed on file with the contract] has been done on that process amounting to about \$105,800, and the \$50,000 grant would be applied towards that work.

The Board, by unanimous motion, approved and signed Contract #S05-62600-021 (RM-PLN-04-0103), with Department of Community, Trade and Economic Development, in the amount of \$50,000. [GMA #7712]

BUDGET WORKSHOP

All Commissioners attended the Budget Workshop. Eric Berto, Whidbey News Times; Peter Tomlin, Coupeville Examiner, were present. A number of County staff attended, as did the Budget Director, Elaine Marlow. The proposed budget and supplemental requests are taken under advisement by the Board; no final decisions expected as a result of budget workshops. Hand-outs are on file with the Clerk of the Board.

ASSESSOR'S 2005 BUDGET

Presentation by: Tom Baenen
Anita Foster
Gary Bur

Budget workshop notebook pages 1 – 7

Submittal: Revised August 4, 2004 budget narrative

Exhibit 1: Existing and New Property Appraised for Assessment

Exhibit 2: Assessor's Office staffing needs 2005 – 2007 [best estimate]

The budget as proposed shows the main increase in S/W/B and is in accordance with figures provided by the Budget Director, as well as an increase of \$1,000 in M&O representing travel necessary and increased cost of gas. Exhibit 1 provides property valuation figures 2000 – 2004 to date, along with staff size data for that period.

Picking up new construction requires field work; "fresh" money comes to the County as a result of new construction being picked up on the books. Lacking sufficient resources in manpower and computer aided appraisals, the Assessor may have to look towards some modification of what is picked up in the way of new construction. This he hopes to finish and get re-valuation notices out by November 15th. The process must be completed 30 days' prior to the next tax year.

The Board of Equalization (BOE) has seen an increasing number of cases due to increasing population, new construction, and more valuable property. Most of the counties of any significant growth are experiencing the identical thing. The office is faced with the need for personnel and technology.

Supplemental request (see Exhibit 2):

Fill Appraisal Trainee position (#109) to assist front office and appraisal workload. Add \$25,050.00 to the \$1 3,950.00 funding of position #115 to cover the additional salary for position #109.

In 2006 anticipate changing a position and working a little differently, looking at \$6550 change; by 2007 looking at another \$45,550.

Central Services is working to facilitate a faster way to compile information the Board of Equalization requires. It does not appear possible at this point to facilitate an automatic printing and labeling of maps, a time-consuming process for appraisers. Source view is not working as effectively as it could and hopeful that new mapping will help out in that respect. Would like see some programming for a drawing program; program used now to draw structures and enter those structures into the real property program although extremely accurate is very slow and cumbersome. Getting data on-line would help greatly to be able to relate better to the taxpayer and institutions.

AUDITOR

Presentation: Suzanne Sinclair
Anne LaCour

Budget workshop notebook page 8–20; budget narrative page 16; supplemental budget memo pages 17-20

Submittal: What is mandated by RCW - summary

Requests:

- For the Current Expense fund the only increase in the budget is \$15,000 for Repairs & Maintenance for annual maintenance cost on the new voter registration system, once selected. Because the amount is not known the figure of \$15,000 has been used based on 10% of the estimated \$150,000 purchase price. The \$150,000 will be reimbursed by the State. The system will hook into the State's system, and the County must select one of four State-approved systems.
- One additional staff in recording section with estimated cost \$38,500 including benefits. For over three years the office has been behind in recording. Volume has doubled since 1995.
- Request grant accountant position to monitor the fiscal costs, compliance requirements and ensure recovery of the proper costs on a timely basis

- \$62,600 including benefits.

- Upgrade to Microsoft Office on all accounts payable and payroll computers to current version at an approximate cost of \$2,000.

AUDITOR'S O&M Budget notebook page 264

Propose expenditure for County Clerk in order to update systems and make them more efficient. The Clerk has been looking at a system with the County Record Manager, leaning towards a system like the one Jefferson County uses. Not talked recently with the Clerk about this but it is something that needs to be budgeted for if that comes up in 2005.

Follow-up: Chairman Byrd is aware of a system that would seem to satisfy the needs of the Clerk for an approximate cost of between \$45,000 and \$50,000 [four or five counties using the system] and will discuss with the Clerk and Record Manager.

ELECTION RESERVE Budget notebook page 285-290; Budget memo 289-290.

One thing that stands out when looking at the revenue is that since 2005 is not a Presidential election year, the contribution from Current Expense has been significantly reduced. Since 2002 the Auditor has been able to reduce the contribution from the Current Expense fund. Elections are always hard to call expenditure wise. This budget includes voter tabulation equipment – \$336,163 [replacement of punch card system]. As far as the money the State has allocated the County, it should cover the overall costs.

SHERIFF/JAIL

Presentation by: Mike Hawley

Budget Notebook pages 223-240

Submittal: Power Point presentation “Budget Proposal – 2005”

Overview: Sheriff Hawley’s ninth year as Sheriff; second longest-serving Sheriff in Island County.

Year	No. Commissioned Deputies	Calls for Service
1992	33	10,082
1996	37	15,372
2000	39	22,909
2005 proposed	38	26,000

WASPC 2003 Annual Report: deputies per 1000 population, Island County ranks one of the lowest in the State of Washington at 0.77 deputy per 1000.

Examples of rising costs the Department constantly faces:

Health Care Coverage		Fuel Costs		Dispatching Services	
1992	33 deputies \$ 77,932	1995	\$ 36,650	1993	\$429,829
2004	38 deputies 342,601	2005	85,000	2005	540,000

Criminal Division Calls Per Employee Increases

1990	1995	2000	2005
231	337	477	565

Workload has increased due to protection orders, freedom of information requests, mandatory turn-around times for citations, warrants, etc.; fingerprinting; pistol transfers/concealed pistol permits; sex offender registration and telephone calls. Some programs had to be disbanded due to insufficient funding available, such as: DARE/Drug prevention programs; domestic violence programs; drug investigation unit; marine safety unit, dive team, K-9 program; traffic unit; SWAT team and training. All the while more efficient ways to do business are instituted where possible, such as: dispersal of personnel into precincts; use of technology; volunteers, privatization decentralized participatory management and no under sheriff. The Sheriff stated that he can no longer allow deputies on patrol or in the jail to work alone without backup because daily they face the growing and dangerous challenge of unpredictable combative individuals with severe mental health and substance abuse problems. One, and many times two deputies cannot control these persons. The Sheriff has not been authorized

additional deputies since 2001 when one additional deputy position was approved, then lost in the 2003 budget cuts.

Additional Budget Request for 2005:

Sheriff

Shift adjustment pay	\$ 24,000
Patrol Fuel	30,000
Dispatch fee increase	5,000

Jail

Premium Holiday Pay	5,292
Professional Services [medical]	1,900
Food Service Contract	5,759

The Sheriff's "wish list":

		S/W/B	M&O
3 Drug Detectives	\$	180,000	\$ 5,000
1 DV/Sexual Assault		60,000	1,000
3 Traffic Safety Unit		180,000	5,000
1.5 Marine Safety Unit		90,000	25,000
SWAT Unit 80 hrs. O/T/mo.		40,000	5,000
4 Patrol Deputies		300,000	15,000
1 K-9		60,000	3,000
2 Clerical		100,000	
1 Under Sheriff		80,000	1,000
Motor Pool			150,000
16.5	\$	1,030,000	\$ 207,000

There being no further business to come before the Board at this time, the meeting adjourned at 4:15 p.m. The next regular meeting of the Board will be on October 25, 2004 beginning at 11:00 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