

## BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING-OCTOBER 25, 2004

The Board of Island County Commissioners convened in regular session at 11:00 a.m. on October 25, 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 6<sup>th</sup> 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

#### Roundtable Attendance

Elected Officials: Greg Banks Bill Byrd Sharon Franzen  
Mike Hawley Mac McDowell Linda Riffe

Appointed Department Heads: Cathy Caryl Elaine Marlow Michael Merringer  
Tim McDonald Bill Oakes Dick Toft

Several staff members and three members of the public attended.

#### Commissioners.

- Technology Committee. The committee made a request of the Board at a prior meeting concerning an assessment by an outside party of all aspects of Island County's technology infrastructure; Chairman Byrd has written a report concerning that and submitted same to Commissioners McDowell and Shelton for review and comment.
- Records storage. Issues discussed at recent staff session. Asked Auditor/Records Manager to put together a summary of the County's record retention and disposition policies for the various records.
- Public Records. Court decision issued against the County for failure to follow Public Records Act properly. Importance stressed that all Offices and Departments be aware of the public record law and give public record disclosure requests top priority, take them seriously and properly respond within five business days as has been detailed by the Prosecutor's Office in several communications with Elected Officials and Appointed Department Heads. Even though e-mail may be permissible as a means to provide written notification to an individual with a public records request, the Prosecuting Attorney advised it probably is more reliable to put the response in writing using first class mail or personal delivery.

**Health Department.** Island County received 2400 pediatric flu vaccine doses and 2000 adult doses. There are probably 7500 high risk adults and another 1000 pediatric doses needed. Pediatric doses will be received to complete 6-23 month pediatric category. The other high risk group are those 65 and older and those with special health care problems. If and when the County receives 1250 adult doses the plan is to complete adult care facilities with any remaining doses to go doctors in the community to use for high risk in their practice. In the unlikely event the County receives beyond 1250 doses, the Health Department will then consider having flu shot clinics.

Flu Season 2004-2005 Staff policy recommendation:

#### Routine Precautions:

1. If you become ill, especially with a fever, stay home and, as much as possible, avoid venturing out into public settings. Consider wearing a face mask if you must do so.
2. Reporting for work when you are ill not only impedes your work, it increases the likelihood that you will spread your illness to your co-worker and our public.

3. Avoid close contact with people who are sick, and when you are ill, keep your distance from others to protect them from becoming sick too.
4. Always exercise cough precautions (covering your mouth with a tissue or sleeve when coughing or sneezing).
5. Wash your hands often... and always before preparing food or eating.
6. Consider wiping doorknobs, grocery-cart handles, etc. with sanitary wipes, especially during the flu season, since these are common public sources of contamination. Germs are spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Use common courtesy in considering exposure to others, especially in the event of febrile illnesses. Remember, your sick leave benefits are precisely meant for these situations, and you are encouraged to use common sense about conducting yourself responsibly when ill.

Mr. McDonald reported that an Oak Harbor student became symptomatic during a game Thursday evening and was diagnosed Saturday morning with bacterial meningitis. The Department is working with Oak Harbor School District and parents for close observation of anyone who may have been exposed.

**Follow-up.** Kids eat in the cafeteria, share desks, etc. and usually no opportunity in the schools for the kids to do any hand-washing before they eat and Mr. McDonald plans to talk with public health nurses about getting together with all the school districts concerning the importance of hand washing.

### **Human Resources**

November 1 through November 24 is the Island County United Way Drive. Important to note, United way returns 87% of funds collected directly back into some 21 programs within Island County supported by United Way. An individual in each department should be designated as the coordinator for this year's drive. County employees have the opportunity to contribute by cash, check or payroll deduction.

Several offices discussed various personnel issues, staffing and staff changes; FLMA; possible leave donation for one employee critically ill.

### **Public Works**

Likely break ground on the Juvenile Detention Center late December or early January and that will have various construction impacts. The road directly south of the Courthouse Annex (5<sup>th</sup> Street parking with 40 stalls) will be taken up by building construction [probably about 1 January]. There are plans in place where to park those cars. New off-street parking for about 16 employee stalls on Haller is available – during working hours Monday through Friday, along with the Methodist Church parking lot and Catholic Church parking lot.

The Town of Coupeville plans to rebuild Main Street from the vicinity of the Catholic Church to Front Street - widen road with shoulders, separated walkways both sides. The project is scheduled to start in late Spring and anticipate about six months to completion. There is no firm detour plan yet Public Works on behalf of the County would like to see a detour go around the County campus.

Roundtable adjourned 11:45 a.m. Next meeting scheduled for November 22<sup>nd</sup> at 11:00 a.m.

### **VOUCHERS AND PAYMENT OF BILLS, MINUTES APPROVED**

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.) #200092-200366 . . . . . \$450,756.14.

By unanimous motion, the Board approved the minutes from the Regular Meeting held on October 11, 2004 and minutes of Special Session October 15, 2004.

## **HIRING REQUESTS & PERSONNEL ACTIONS**

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

<b>Dept.</b>	<b>PAA #</b>	<b>Description/Position #</b>	<b>Action</b>	<b>Eff. Date</b>
Health	097/04	Envirn. Health Spec. II #2407.02	Replacement	10/25/04
HR/Budget	098/04	Adm. Asst. #2303.00	Replacement	11/1/04

## **RESOLUTION #C-86-04 SUPPORTING 2004 UNITED WAY DRIVE**

On presentation by Dick Toft, as has been the annual custom for some number of years, the Board by unanimous motion approved Resolution #C-86-04 Supporting the 2004 United Way Drive within Island County, and designating the period November 1 through 24, 2004 the Island County United Way Fund Drive. *[Resolution #C-86-04 on file with the Clerk of the Board]*

## **STAFF SESSION SCHEDULE – NOVEMBER, 2004**

The Staff Session Schedule for November, 2004 was approved by unanimous motion of the Board. The regular first and third Wednesday Staff Sessions will be held on November 1 and 17, 2004, beginning at 9:00 a.m., Hearing Room (Room #102B), Island County Courthouse Annex, 1 NE 6<sup>th</sup> Street, Coupeville, Wa.

## **SPECIAL OCCASION LIQUOR LICENSE #091793 BY GOOSEFOOT COMMUNITY FUND - BAYVIEW CORNER CASH STORE, LANGLEY, WA.**

Based on favorable review and recommendation by the appropriate County departments the Board by unanimous motion approved Special Occasion Liquor License #091793 by Goosefoot Community Fund for a special occasion to be held November 6, 2004 from 5:00 p.m. to Midnight at the Bayview Corner Cash Store located at 5603 Bayview Road, Langley, Wa.

## **LOW INCOME HOUSING SURCHARGE FUN-D CONTRACTS APPROVED**

Following the Board's action on September 27, 2004 approving Island County Low-Income Housing Surcharge Fund Award Recommendations from the Island County Affordable Housing Advisory

Board, and having now received two of the three follow-on contracts, the Board by unanimous motion approved and signed the following contracts:

RM-BOCC-04-0108 Contract with Housing Authority of Island County - \$16,000 to support operations and maintenance costs of the Islander Apartments

RM-BOCC-04-0102 Contract with the Housing Authority of Island County – for \$24,000 annually for three years to provide operations and maintenance funds for Marjie's House.

## **AQUATIC WEEDS MANAGEMENT FUND GRANT APPLICATION**

As submitted by the Island County Noxious Weed Control Board, outlined in memorandum dated September 29, 2004 from Susan Horton, Noxious Weed Control Board Program Coordinator, the Board by unanimous motion approved Aquatic Weeds Management Fund Grant Application for Lone Lake Egeria Eradication Project for \$75,000 grant with \$25,000 in-kind share.

## **HEALTH DEPARTMENT CONTRACTS APPROVED**

As forwarded to the Board by the Health Services Director, the Board by unanimous motion approved three contracts as follows:

Contract #C08679 Amendment 13 - 2003 – 2004 Consolidated Contract (RM-HLTH-02-0094) Department of Health, amendment

adding \$18,869 to public health emergency preparedness programs, for total maximum not to exceed \$1,058,581.00.

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Contract #NSMHA-ISLAND-04-05, Amendment 2 (RM-HLTH-99-0053) - North Sound Mental Health Administration, 2-year contract; amendment to replace pages 1-28 of the Interagency Agreement and replace Attachment X-Consumer Complaint Grievance, and Fair Hearing Procedure with a new Attachment X-NSMHA Complaint, Grievance Fair Hearing and Appeal Policies and Procedures. Total contract amount remains the same in the amount of \$121,719.76.

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Contract #8283-3, Amendment 3 (RM-HLTH-99-0021) – DSHS/DASA Contract for AL/SA Treatment & Prevention, amendment reduces contract by \$40,000 for new total contract of \$1,110,631.00.

**QUIT CLAIM DEED #PW-0420-148 – WASHINGTON STATE DEPARTMENT OF TRANSPORTATION TO ISLAND COUNTY, BAYVIEW ROAD VICINITY/SR 525**

As presented and recommended for approval by Bill Oakes, Public Works Director, the Board by unanimous motion accepted and signed a Quit Claim Deed under #PW-0420-148 from Washington State Department of Transportation to Island County relating to Bayview Road vicinity SR 525 per Turnback Agreement #10136.

**BAYVIEW ROAD PROJECT CRP 98-17 - CONSTRUCTION EASEMENT, QUIT CLAIM DEED AND REAL PROPERTY VOUCHER APPROVED**

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The Board by unanimous motion approved the following under County Road Project 98-17, Bayview Road Project:

Construction Easement #PW-0420-156 to Island County from William T. & Mary A. Mozingo - Parcel 148-2110, Sec. 5, Twp. 29N, R 3E.

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Quit Claim Deed to Island County from William T. & Mary A. Mozingo, in the amount of \$11,700.00 (\$9,200.00 for land, \$2,500.00 for merchantable timber) - Parcel 148-2110, Sec. 5, Twp 29N, R 3E.

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Real Property Voucher Authorization approved for payment in the total amount of \$11,700.00 to William T. & Mary A. Mozingo for property acquisition [per Real Property Acquisition & Right-of-Way Procedures (C-46-03/R-16-03)].

**DRAINAGE & MAINTENANCE AGREEMENTS AND COVENANTS – CROSSWIND LANDINGS, INC.**

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The Board approved by unanimous motion Drainage & Maintenance Agreements and Covenants #PW-0420-76 between Island County and Crosswind Landings, Inc., Parcels 177-0390, 157-0390, 090-0300, located in Sec. 18, Twp 31N., R 3E, relating to surface and subsurface water runoff coming from the Thunder Ridge property that crosses the Crosswind property.

**RESOLUTION #C-87-04 /R-29-04 INITIATING PUBLIC WORKS PROJECT PWP 04-03 FOR JUVENILE DETENTION CENTER**

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By unanimous motion, the Board approved Resolution #C-87-04 /R-29-04 Initiating Public Works Project PWP 04-03, Work Order 306, Juvenile Detention Center, for a project total of \$5,622,350.00.

*[Resolution #C-87-04 on file with the Clerk of the Board]*

**RESOLUTION #C-88-04/R-30-04 - APPROVING PLANS & SPECIFICATIONS AND AUTHORIZING CALL FOR BIDS FOR JUVENILE DETENTION CENTER**

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Resolution #C-88-04/R-30-04 In the Matter of Approving Plans & Specifications and Authorizing Call for Bids for Juvenile Detention Center was approved by unanimous motion of the Board, scheduling receipt of bids on November 30, 2004 at 2:10 p.m. in the in the Commissioners Hearing Room, Courthouse Annex, 1 NE 6<sup>th</sup> Street, Coupeville, Wa., with bid award to be based on base low bid.

*[Resolution #C-88-04/R-30-04 on file with the Clerk of the Board]*

**HEARING HELD: OPEN SPACE TIMBER APPLICATION #OPS 228/04**

At 2:45 p.m. as scheduled and advertised, a Public Hearing was held for the purpose of considering Open Space Timber application #OPS 228/04 by Robertha and Ronald Everist, and Homer H. and J. J. Childs. Applicant requests 34.73 acres, three parcels, located on South Whidbey, in the Southeast ¼ of Section 13, Township 29N, Range 3 East, W.M., be shifted from the Designated Forest Tax Program to Timber Land current use classification:

- Parcel R32913-029-1630 (approx. 9.30 acres)
- R32924-480-1730 (approx. 9.77 acres)
- R32924-420-1980 (approx. 15.76 acres)

Jeff Tate, Assistant Director, Island County Planning and Community Development, presented the Island County Planning Department recommendation of approval subject to conditions as outlined in Proposal, Findings, Analysis, Conclusions and Recommendation dated October 13, 2004.

Conditions

1. Compliance with requirements of applicable Island County Codes, including adherence to applicable stream and wetland buffers;
2. All future forest practices activity on the subject property shall be consistent with the submitted Forest Management Plan and all Resource Management recommendations contained in the report shall be followed as a condition of this approval.
3. All future forest practices activity on the subject property shall be consistent with Washington Forest Practices Regulations, RCW 76.09 and WAC 222, and all other applicable County, State and Federal regulations.

At the time Chairman Byrd called for comments from the public, no one stepped forward to speak either for or against #OPS 228/04 by Robertha and Ronald Everist, and Homer H. and J. J. Childs.

By unanimous motion, the Board approved #OPS 228/04 by Robertha and Ronald Everist, and Homer H. and J. J. Childs for 34.73 acres shifted from the Designated Forest Tax Program to Timber Land current use classification as recommended by the Island County Planning Department and subject to conditions of approval as stated.

**BUDGET WORKSHOP - CAPITAL PROJECT FUNDS**

All Commissioners attended the Budget Workshop. Eric Berto, Whidbey News Times, was present. Elaine Marlow, Bill Oakes, Terri Arnold, Dan Sherk Dick Snyder and Gwenn Maxfield, along with a number of other county staff also attended.

*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.*

Capital Project Funds – Budget Notebook Pages 390 – 418. Summary-all projects & funds; Facility Maintenance-6 year plan; Drainage Projects for 2005; Parks Projects-6 Year Plan; Debt Service for 2005; Juvenile Detention Center Construction budget; Jail roof & Fire Alarm Replacements; Capital Facilities (REET 2); Capital Improvement (REET 1), Conservation Futures, Construction & Acquisition and Juvenile Detention Facility.

**REET 1 funds** proposed expenditures for 2005 include:

Facility maintenance	\$ 200,000
Jail Bldg. Improvements	166,000
Nursing Bldg. Remodel	120,000
Courthouse Mst Plan Impr.	50,000
County Fairground Impr.	15,000
Projects TBD	100,000
Debt Service	535,767
Repay Deer Lagoon I/R Loan	816,000
Transfer to Public Works Fund	36,800

**REET 2 fund** proposed 2005 expenditures:

Drainage Projects	\$ 546,000
GMA Infrastructure	100,000
Parks	329,000
Projects TBD	150,000
Debt Service	338,959
Transfer-Storm Surface Water	4,820
Transfer to Public Works Fund	36,800

Bill Oakes explained that GMA infrastructure dollars are to be set aside to support GMA planning - set up for both study and building infrastructure that supports RAID classification; to date, spent on the Freeland planning effort. Repayment from DOE is anticipated any day now to months from now, dependent on how DOE interprets a survey research project on the actual ownership of the dike, but no later than next June without /DOE having to go back to US Fish & Wildlife Service and getting a grant extension. One of the TBD lines has \$100,000 set aside as potential remediation.

Reet 1 includes Deer Lagoon Interfund Loan repayment scheduled; right now the Interfund loan is out of the Road fund which means interest has to be paid to the Road Fund and the Budget Director would like to investigate changing the loan from Road Fund to Current Expense fund since REET 1 fund does not have to pay Current Expense fund interest, thus save \$16,000 in REET funds.

Follow-up: Hold, research further and bring to Staff Session next week.

**Drainage Projects:** Public Works provided a list of drainage projects detailed on page 392. Of the \$546,000 approximately \$200,000 is carried forward from previous years

Follow-up. Bring list of drainage projects included on the six year plan to next staff session for review. Review file with respect to North Whidbey drainage projects current to some years' past for resolution.

**Transfer-Storm Surface Water** in the amount of \$4,820 [REET 2] is included as part of Marshall Drainage Plan.

Follow-up: Commissioner Shelton requests Public Works Director bring forward to staff session a discussion on the issue of fairness to continue to have the Marshall Road property owners pay annual maintenance fee.

**Parks - REET 2**, listed page 393 total \$329,000, with projects that have been carried forward from 2004 noted. Proposed development/improvements were reviewed:

- Iverson Park Vault toilet & picnic amenities
- Taylor property Improve egress/ingress for safety
- Park upgrades Major repairs/replacements
- Park improvements "To Be Determined" line.

Some of the typical upgrade type projects listed as tentative for 2005 include: Lone Lake Road parking safety project [Whidbey horsemen and Goss Lake Woods]; replace posts and line fencing at Freeland Park; repair and upgrade playground at Camano sports field; and grade parking lot, clean trails, prune trees at entrance to Hutchinson Park on Camano.

Follow-up: Initiate communication with State Parks to see if there is any interest in obtaining the Taylor Property to be used in conjunction with State Parks property.

**Debt Service.** Combined REET 1 and 2 ratio of debt service well below the 50% limit.

**Conservation Futures.** Page 409 Increased the amount of the proposed levy; offset by tax revenue not realized. The main items from this category are open space projects previously approved. Small amount (\$14,325) going to GSA for S/W/B for the work GSA does with TAG and CAB Conservation Futures is now within \$230,000 of parity within the districts. Available out of current year revenues will be about \$387,000.

Juvenile Detention Center fund – page 417-18. Includes \$260,000 in operating costs; \$138,000 estimate to be paid for S/W/B for half-year of detention manager – the position forecasted to come on six months before the facility opens so that individual can write manuals, policies and procedures, and coordinate food service, education, equipment purchases, etc. December is the month planned to bring in actual staff. Calculating what the 1/10<sup>th</sup> of 1% brings in, taking into account what the County pays now for detention costs, the Budget Director was reasonably comfortable that the overall cost of the operation of the detention facility will be a push for 2006; but 2007 and out into the future did not believe it would be. Also not known out into the future is what sales tax revenue will accurately do. It is a highly labor intensive facility. Other large expenditure is insurance on the facility.

Follow up: When writing policies and procedures for the facility, send through Risk Pool for review.

There being no further business to come before the Board at this time, the meeting adjourned at 3:30 p.m. The next regular meeting of the Board is scheduled for November 1, 2004 at 9:30 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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William J. Byrd, Chairman

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Mike Shelton, Member

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Wm. L. McDowell, Member

ATTEST: \_\_\_\_\_  
Elaine Marlow, Clerk of the Board