

## **BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING - NOVEMBER 22, 2004**

The Board of Island County Commissioners convened in regular session at 11:00 a.m. on November 22, 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. Commissioners Byrd, Shelton and McDowell attended the Roundtable. Other topics for the regular session followed at 1:30 p.m. as outlined on the agenda, including Diking Improvement District #4.

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

#### **Roundtable Attendance**

**Elected Officials:** Ton Baenen Greg Banks Robert Bishop William J. Byrd  
Wm. L. McDowell Linda Riffe Mike Shelton Jan Smith for Mike Hawley

#### **Appointed Department Heads:**

Betty Kemp Elaine Marlow Don Meehan Michael Merringer Tim McDonald  
Bill Oakes Dan Sherk

**Assessor.** Revaluation notices are being printed and anticipate mailing November 30<sup>th</sup>. New construction value this year 220 million, generating about \$185,000 of "fresh" money to Island County. The medium priced average residential home built in Island County [end of August figures]:

Oak Harbor	\$210,000	Camano Island	\$275,000
South Whidbey	\$295,000	Central Whidbey	\$250,000

#### **Commissioners.**

- Canvassing Board – election. About 50% complete; going very smoothly.
- Information from Washington State Risk Pool perspective regarding claim paid for Thurston County.
- "Snow Day" clarified: An employee must take annual leave in order to be compensated should they stay home in the event of snowy weather conditions.

**Facilities.** Jail cooling tower to be replaced which will entail use of a large crane and possibly impact a few parking spaces behind the building during the time of installation.

**GSA/Emergency Services.** Initial Draft "Island County Employee Emergency Procedures Action List" handed out for Elected Officials and Appointed Department Head review, comments and suggestions. Look for information about an up-coming table-top exercise. Will follow-up to make sure there is a current listing of all Elected Officials and Appointed Department Heads showing primary and secondary phone number contacts where they can be reached outside normal county working hours in the event of emergency.

**Health.** With the flu vaccine shortage, continue to focus on two target groups: (1) 65 and older [7500] and (2) young children 6 months to 23 months [2050]. Vaccine is sufficient to cover all young children vaccines. For the target older adult group so far 2500 doses have gone to primary health care providers to distribute. There will now be a Phase 3 and 4 vaccine distribution which will be distributed at health clinics to be announced for those who are 65 and older.

**Human Resources.** Reminder from Human Resources that the United Way Drive ends November 24<sup>th</sup>.

**Prosecutor.** Shared information with regard to a series of cases where the Washington Supreme Court ruled that Prosecutors may no longer charge people with felony murder [after being allowed to do so for 33 years]; that if someone had already been convicted under those circumstances and the case is on appeal, those convictions will be vacated; and decided if those people had been convicted and exhausted all appeals and were still in prison they can now come to court and have their convictions overturned.

**Public Works.** Pursuing options at Main Street Market. Already have off-site lot built for parking.

**Sheriff.** Provided copies of a 2004 Family Resource Guide that previously had been published by another agency who will no longer be doing so. Elected Officials and Department Heads are asked to review and comment and provide any deletions or additions. The Sheriff's Department plans to keep the guide updated and printed, available as a handy reference guide to provide quickly information to families in need. Camano Island information will be included in the brochure, along with information about senior services.

**Treasurer.** Selected Wells Fargo for County banking services. Do not expect going "live" for tax payments on-line until probably 1 February. Will keep Key Bank account active for two months beyond the change-over to Wells Fargo in order to clear any

outstanding warrants. Reminder: at the end of December be sure to let vendors know that the County is changing banks and ask them to ensure their warrant is cleared. The Office will be sending out tax delinquency notices when the Assessor has completed his mailing of the revaluation notices.

**Chairman 2005 - Elected Officials and Appointed Department Heads:** Don Meehan graciously accepted the unanimous appointment as Chair of the group for the year 2005.

Roundtable adjourned at Noon. Regular Meeting of the Board canceled for December 27 – next roundtable scheduled for January 24 at 11:00 a.m.

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

Other topics for the regular session followed at 1:30 p.m. as outlined on the agenda, including Diking Improvement District #4. Mike Shelton, Member, and Wm. L. McDowell, Member, were present. William J. Byrd, Chairman, absent when the 1:30 p.m. session began, due to participation as a Canvassing Board member.

By unanimous motion, the Board approved the November 15, 2004 payroll and the following vouchers/warrants: #201886 – 202104..... \$635,097.65.

By unanimous motion, the Board approved the minutes from the Regular Meeting held on November 15, 2004.

**PERMIT TO SOLICIT DONATIONS – ADOPT A FAMILY – FORGOTTEN CHILDREN’S FUND**

Pursuant to provisions of Island County Personnel Policies and Procedures Manual, Section 2.01.070 the Board by unanimous motion gave permission to Katy Wells, Island County Treasurer’s Office, on recommendation of the Island County Treasurer, Linda Riffe, to solicit donations for the Forgotten Children's Fund, solicitation authorized via an email to all county employees to solicit participation in order to help a number of families with children at Christmas time this year. Donations will be solicited for the period November 22, 2004 through December 22, 2004.

**REAPPOINTMENT TO HOUSING AUTHORITY OF ISLAND COUNTY**

By unanimous motion, the Board reappointed Lisa Harrison, Oak Harbor, to another term as the resident member commissioner on the Housing Authority Board of Island County for a term from December 6, 2004 through December 6, 2006.

**ISLAND COUNTY COMMISSIONER COMMITTEE ASSIGNMENTS FOR 2005**

Island County Commissioner Committee Assignments for 2005 were made by unanimous motion of the Board. *[Approved assignment list on file with the Clerk of the Board]*

**BOARD APPOINTED**

<b>Board/Committee</b>	<b>Commissioner</b>
Ebey's Landing Nat'l. Historic Preserve 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 [two-year term]	Shelton
North Sound Connecting Communities Project (Farmhouse Gang)	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	Byrd (McDowell alternate)
Washington Counties Risk Pool	Shelton (Betty Kemp, Alternate)

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**APPOINTED BY RESOLUTION/MANDATE OR OTHER**

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
Mental Health Task Force, Governor's Executive	Shelton
Northwest Workforce Development Council	Byrd
SR 20 Transportation Policy Board	McDowell
Transportation Improvement Board (TIB)	Shelton
Wash. Counties Insurance Fund Board of Directors	McDowell (Alternate Dick Toft)
WSAC Board of Directors	Shelton/Byrd
WSAC Legislative Steering Committee	Shelton

**STAFF SESSION SCHEDULE APPROVED FOR DECEMBER, 2004**

The Staff Session schedule for December, 2004 was approved by the Board on unanimous motion, outlining the regular schedule to meet on the first and third Wednesdays of December: December 1 and 15, 2004, beginning at 9:00 a.m. in the Board of County Commissioners Hearing Room (Room #102B), Island County Courthouse Annex, 1 NE 6<sup>th</sup> Street, Coupeville, Wa.

**RESOLUTION #C-99-04 CANCELLATION ON OUTSTANDING WARRANTS**

The Board by unanimous motion approved Resolution #C-99-04 Cancellation on Outstanding Warrants not presented within one year of the issue date, as presented by Cheryl Knighton on behalf of the Island County Auditor. *[Resolution #C-99-04 on file with the Clerk of the Board]*

**LOW INCOME HOUSING SURCHARGE FUND CONTRACT - HABITAT FOR HUMANITY OF ISLAND COUNTY**

Low Income Housing Surcharge Fund Contract with Habitat for Humanity of Island County for the purpose of acquiring land for the construction and sale of a home to an Island County low income household was approved by unanimous motion of the Board in the amount of \$30,000 (RM-BOCC-04-0109).

**RESOLUTION #C-100-04 APPROVING ANNEXATION TO THE CLINTON WATER DISTRICT**

Clinton Water District, after holding a public hearing at regular meeting October 13, 2004, adopted Resolution No. 04-6 approving annexation into the Clinton Water District of certain territory legally described in Exhibit A to Resolution No. 04-6 forwarded a certified copy pursuant to RCW 57.24.090 to the Board of Island County Commissioners under cover memorandum dated October 19, 2004, received on October 27, 2004. The Health Department and Planning & Community Development department reviewed the request under standards of RCW 57.02.040(3) and determined that the annexation meets the provisions of RCW 57.02.040 (3) (a) as outlined in a memorandum dated November 18, 2004 from the Island County Planning and Community Development Director and provisions of RCW 57.02.040 (3) (b) and (c) as outlined in Island County Health Department memorandum dated November 5, 2004.

By unanimous motion, the Board adopted Resolution #C-100-04 in the matter of approving the annexation by Clinton Water District in Resolution No. 04-6 and the territory legally described in Exhibit A of Resolution No. 04-6. *[Resolution #C-100-04 on file with the Clerk of the Board].*

**HIRING REQUESTS & PERSONNEL ACTIONS**

As presented by Terry Chevront on behalf of 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>
Sheriff	102/04	Deputized Off #4014.02	Replacement	12/15/04
GSA	104/04	Parks Tech #1505.02	Replacement	12/7/04
Health	106/04	Dept. Asst Temp #2423.04	Personnel Action	11/22/04

*[Chairman Byrd returned to the Meeting at 1:47 p.m.]*

Pub. Wks	103/04	SW HHW Tech III,1 #2262	Replacement	11/22/04
Pub. Wks	105/04	SW Attd II #2249.10	Increase Hours	11/22/04
Pub Wks	107/04	W/shed Proj Mgr I #2266.07	Personnel Action	11/22/04
Pub Wks	108/04	W/shed Proj Mgr I #2266.01	Personnel Action	11/22/04

**PUBLIC INPUT OR COMMENTS**

David Platter, Camano Island, was present for the public hearing scheduled at 2:20 p.m., Franchise #329, but wanted to point out that having received a letter about a hearing scheduled for December 13, 2004, for an old franchise that had to do with Terry's Corner project, a proposed cancellation of franchise #304 to which he did not object to vacating.

**RESOLUTION #C-101-04/R-33-04 – SPECIFICATIONS & AUTHORIZING CALL FOR BIDS FOR CRUSHED ROCK SUPPLIES FOR 2005, 2006, 2007**

As presented and recommended for approval by Bill Oakes, Public Works Director, the Board, on unanimous motion, approved Resolution #C-101-04/R-33-04 In the Matter of Approving Specifications & Authorizing Call for Bids for Crushed Rock Supplies for 2005, 2006, 2007, with a bid opening on December 14, 2004 at 10:00 a.m., Meeting Room #116, Courthouse Administration Building, 1 N.E. 7<sup>th</sup> Street, Coupeville. *[Resolution #C-101-04/R-33-04 on file with the Clerk of the Board]*

**RESOLUTION #C-102-04/R-34-04 – INITIATING COUNTY ROAD PROJECT CRP 04-05 - SWANTOWN ROAD CURVE REALIGNMENT**

As presented and recommended by Mr. Oakes, the Board by unanimous motion approved Resolution #C-102-04/R-34-04 in the matter of Initiating County Road Project CRP 04-05, Work Order 147, Swantown Road Curve Realignment located in Sec. 32, Twp 33N, R 1E, a total appropriation of \$276,000. *[Resolution #C-102-04/R-34-04 on file with the Clerk of the Board]*

**RESOLUTION #C-103-04/R-35-04 – ADOPTION OF ISLAND COUNTY'S 2005 ANNUAL CONSTRUCTION PROGRAM AND PROPOSED EQUIPMENT PURCHASES**

Resolution #C-103-04/R-35-04, Adoption of Island County's 2005 Annual Construction Program along with approval of 2005 proposed equipment purchases by ER&R Fund was presented for the Board's approval by Mr. Oakes, and Dick Snyder, County Engineer. The ER&R Fund equipment purchases needs approval and forwarding to CRABoard before adoption of the budget. Inasmuch as the matter was discussed just briefly during a budget workshop, the Commissioners took this opportunity to review same with Bill Oakes, Dick Snyder and Jack Taylor, Maintenance Superintendent. After further review, the Board by unanimous motion approved Resolution #C-103-04/R-35-04 adopting Island County's 2005 Annual Construction Program, including the 2005 proposed equipment purchases by ER&R Fund. *[Resolution #C-103-04/R-35-04 on file with the Clerk of the Board]*

**BID AWARDED FOR WOODLAND BEACH ROAD REPAIR PROJECT - CRP 04-04**

Based on recommendation of Mr. Oakes, the Board by unanimous motion awarded bid for the Woodland Beach Road Repair under CRP 04-04, Work Order 131 to the low bidder, Interwest Construction, Inc., Burlington, in the amount of \$167,832.00.

**STORMWATER MITIGATION AGREEMENTS AND COVENANTS**

The Board, by unanimous motion, approved the following Stormwater Mitigation Agreements and Covenants as follows:

Stormwater Mitigation Agreement & Covenants #PW-0420-135 between Island County and Richard & Roxanne Andrews and Kevin & Debbie Mauro, Lot 3, Block 1, Division 5, Plat of Holmes Harbor Golf & Yacht Club, Sec 3, Twp 29N, R 2E.

Stormwater Mitigation Agreement Covenants #PW-0420-144 between Island County and Phillip J. & Lyn A. Fauth, Lot 12, Division 1, Plat of Holmes Harbor Golf & Yacht Club, Sec. 3, Twp 29N., R 2E.

Stormwater Mitigation Agreement Covenants # PW-0420-163 between Island County and Northern Sound Construction, LLP, Lot 1, Block 3, Division No. 7, Holmes Harbor Golf & Yacht Club, Sec. 3, Twp. 29N., R 2E.

**HEARING HELD: FRANCHISE #328 – PW-0420-153 - GARRY T. & JUDITH B. THOMPSON; AND FRANCHISE # 329 – PW-0420-159 - TR CAMANO, INC. (DAVE PLATTER)**

At 2:20 p.m. as advertised Chairman Byrd opened a public hearing for the purpose of considering Franchise #328 (PW-0420-153) by Garry T. and Judith B. Thompson, for sewer distribution system located in Woodland Drive, Plat of Evergreen Acres, Division No. 1 and the Plat of Camaloch, Division No. 1; Sec. 30, Twp 32N., R. 3E, as well as Franchise #329 (PW-0420-159) by TR Camano, Inc., (Dave Platter) for a water distribution system located in East Camano Drive, Sec. 18, Twp 31N, R 3E.

Franchise #328 (PW-0420-153)

The Public Works Director gave a favorable recommendation of approval as outlined in Memorandum dated November 2, 2004 to the Board from Mr. Snyder. All departments requested to comment responded with no objection to the proposal. The Prosecuting Attorney's office reviewed and approved the documents as to form and also was reviewed and approved by Risk Management. At the time the Chairman called for public comments, no one in the audience spoke either for or against said franchise.

By unanimous motion, the Board approved Franchise #328 (PW-0420-153) by Garry T. and Judith B. Thompson, for sewer distribution system located in Woodland Drive, Plat of Evergreen Acres, Division No. 1 and the Plat of Camaloch, Division No. 1; Sec. 30, Twp 32N., R. 3E.

Franchise # 329 (PW-0420-159)

The Public Works Director again provided a favorable recommendation of approval as outlined in Memorandum dated November 17, 2004 to the Board from Mr. Snyder. All departments requested to comment responded with no objection to the proposal. The Prosecuting Attorney's office reviewed and approved the documents as to form and also was reviewed and approved by Risk Management. At the time the Chairman called for public comments, no one in the audience spoke either for or against said franchise. David Platter was present in the audience in support of approval of the franchise.

By unanimous motion the Board approved Franchise #329 (PW-0420-159) by TR Camano, Inc., (Dave Platter) for a water distribution system located in East Camano Drive, Sec. 18, Twp 31N, R 3E.

**RESOLUTION #C-104-04/R-36-04 – DECLARING COUNTY PROPERTY SURPLUS FOR PORT OF COUPEVILLE ACCESS ROAD, GREENBANK FARMS**

On recommendation of Mr. Oakes, the Board by unanimous motion approved Resolution #C-104-04/R-36-04 In the Matter of Declaring County Property Surplus for Port of Coupeville Access Road, Greenbank Farms, Parcel R-23005-170-4950. [Resolution #C-104-04/R-36-04 on file with the Clerk of the Board].

**ACCESS EASEMENT AGREEMENT #PW-0420-167 - PORT OF COUPEVILLE**

The Board, as presented by Mr. Oakes, approved by unanimous motion Access Easement Agreement #PW-0420-167 between Island County and Port of Coupeville, with compensation to the County in the amount of \$576.00 for the access easement, Chairman Byrd authorized to sign the Access Easement Agreement once Mr. Oakes provides notification that the County has received the compensation.

**HEARING SCHEDULED: OPS 443/01 - SKY MEADOWS/GRASSER'S HILL PUBLIC BENEFIT RATING SYSTEM FOR PROTECTION AND MANAGEMENT OF THE BLUE FLAG IRIS**

As presented by Phil Bakke, Planning & Community Development Director, with briefing by Jeff Tate, Assistant Planning & community Development Director, the Board by unanimous motion scheduled for public hearing on December 20, 2004 at 10:30 a.m. OPS 443/01 Sky Meadows/Grasser's Hill Public Benefit Rating System for protection and management of the Blue Flag Iris on twelve contiguous parcels owned by eleven different property owners.

**BUDGET WORKSHOP**

Budget Workshop with the Budget Director continued from November 17, 2004 Staff Session/Budget Workshop discussion.

**Supplemental Requests**

**Assessor.** Reviewed further the request from the Assessor for an Appraiser Trainee position. Tentative agreement Commissioners Byrd and Shelton.

**Planning & Community Development** – approve two requests represented on lines 84 and 85, recognizing additional funds from permit fees in order to do so.

**Superior Court.** Approve funding the judicial assistant to .75 for \$11,000.

**WSU/Extension.**

Office Coordinator Position. Follow-on with Don Meehan to confirm if the office coordinator position is restored would that in fact secure the Master Gardeners, Beach Watchers and 4-H programs. On that commitment, the Board would agree to fund line 40.

Ropes Course. Program continuation only if Mr. Meehan can fund it from user fees.

### **Public Defense contract, Animal Control contract and Senior Services.**

Public Defense – willing to consider some percent increase, looking at an upper limit for the term of the three year contract in the area of 7.7%. - Budget Director to review what the last percent increase for the contract was.

Animal Control. Not interested in increasing responsibilities but willing to consider increasing the contract to reflect known cost increases to cover COLAS, fuel costs and insurance. Request review of the history of percent increases and decreases since 1997. Commissioner McDowell will work with Betty Kemp and come back with the numbers and a recommendation.

Senior Services. Budget Director reviewed her understanding from a discussion with Mike McIntyre that the bulk of the request \$48,951 would go towards running the Bayview Senior Center, which is what the new hand-out from Mr. McIntyre shows. Schedule for discussion with the Executive Director of Senior Services of Island County on December 1 Staff Session during Budget Director's time.

Congregate Meal program – Oak Harbor Senior Center. Tentative agreement at the last budget workshop to provide \$2,500. Budget Director to verify that the City of Oak Harbor has agreed to \$2,500.

### **Public Health Pooling.**

Public Health Nursing. Agreed to use fund balance in the amount of \$30,100 required to continue Public Health Nursing at current level.

Environmental Health – Line #134. Commissioners agreed to use fund balance as opposed to raising environmental fees to generate enough revenue to cover environmental health expenditures. The amount necessary represents just the additional cost of doing business next year - \$45,646.

Position upgrade 10 to 12 - \$7,465. No consensus reached.

Out of fund balance fund staff overtime (\$10,000) and professional services (\$10,000) related to additional costs for communicable disease prevention program. Board approved.

Set aside portion of fund balance to provide a reserve for leave payouts, an accounting tool to account for the liability. No agreement; Budget Director will continue to work with the Health Services Director and come back with another proposal in several months.

Identify \$10,000 as reserve for computer equipment replacement. No agreement; Health Services Director to come back to the Board with a proposed schedule/plan of replacement.

### **REET 2 Capital Facilities**

City of Oak Harbor – Request \$200,000 from County for phase 3 development Ft. Nugent Park. Consensus: consider funding \$100,000 – using \$50,000 set aside in 2005 and 2006 for the Taylor Property inasmuch as there are no development/improvement plans for that property. Commissioner McDowell will follow up with the City to confirm that if the County goes forward with the \$100,000 the park will still be built, and discuss the follow-on agreement between the two entities that would be required. Agreed to budget \$50,000 for 2005 in the event the City and County come to some agreement.

City of Oak Harbor – Request Funding for Parks Maintenance Projects \$8,000. Board agreed to \$4,000.

### **Rural County Sales Tax Fund**

EDC Outreach Program \$24,400 – Board agreed.

**Auditor's O&M** – Purchase document management system using unreserved fund balance - \$80,000. Not approved for the budget at this time; Auditor come back during the year with more information.

**Road Budget:** further review at Staff Session on December 1.

### **HOLIDAY CLOSURES AND MEETING DATES**

Island County Offices will be closed November 25 and 26 in observance of the Thanksgiving Holiday. There will not be a Board of County Commissioners meeting on November 29. Regular Board meetings are held on the first four Mondays of each month. The next regular meeting of the Board will be on December 6, 2004 at 9:30 a.m.

There being no further business to come before the Board at this time, the meeting adjourned at 4:25 p.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