

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
REGULAR SESSION OCTOBER 24, 2005**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on October 24, 2005, for a roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room (Room #102B), Annex Building, 1 NE 6th Street, Coupeville, Wa. Other topics for the regular session followed at 1:30 p.m. as outlined on the agenda. Mike Shelton, Chairman, Wm. L. McDowell, Member, and William J. Byrd, Member, attended.

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

Elected Officials and Appointed Department Heads Attending:

Tom Baenen	Greg Banks	Robert Bishop	Bill Byrd	Sharon Franzen
Betty Kemp	Elaine Marlow	Tim McDonald	Mac McDowell	Don Meehan
Bill Oakes	Linda Riffe	Mike Shelton	Dan Sherk	Suzanne Sinclair
Jan Smith, Sheriff's Office				

Assessor. For Board of Equalization adjustments at this point, it appears that between the Assessor's Office and GSA/BOE, there may be 75 to 85 applications sent out for review. Revised notices generated by stipulations, senior citizen changes and other changes, will be sent at the end of the month (about 750) which will provide another 30-day period. Total valuation increased this year about 600 million dollars, and includes 275 million dollars in new construction. Island County now is the 11th most valuable County in the State. The top 11 counties have 88% total valuation of the State.

Auditor. In the midst of planning for the November General Election and ballots will be mailed out next week. Polling places will be open this election for those who choose to use them. The contract for the new voter tabulation system is scheduled before the Board for signature this afternoon. With any luck the new system will be used to vote in February for the Coupeville school levy election.

Budget Director. Finishing up on budget workshops; will present budget on November 7, 2005 for scheduling for public hearing the first Monday in December.

Clerk. The Clerk's Office now has in place a contract with Official Payments Corporation for a credit card service to offer the public to be used to request copies and pay legal-financial obligations for criminal and juvenile payments. There is a flat fee rate to the party for each credit card transaction of \$5.95 (up to every \$500).

Commissioners. United Way campaign kicks off today for Island County. United Way is a worthy organization that does a lot of good in the community. Elected Officials and Appointed Department Heads are asked to designate an individual within their offices as a leader and to allow those individuals the ability to spend a little time in terms of promoting United Way. It is hoped that the end result of that effort will be that donations to United Way will be a little more respectable than in the past. The County employees gave about the same amount of money to the Katrina effort as for an entire year's donation to United Way. Individual departmental budget workshops have now been completed and the Board is going through the process of trying to determine which requests can be funded.

Health Department. United Way donation is provided via payroll deduction, and allows the employee to designate where the money goes. If everyone gave a small amount out of each

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check, Island County as a group would be doing a very good job. See the Health Department website for a list of flu clinic sites, dates and times (Medicare is accepted).

Prosecutor. The Prosecutor’s Office is busy as ever. Just completed the Alexander murder trial; the Court of Appeals sent back another murder case that was vacated by the Supreme Court, and the Prosecutor filed first degree murder charges last week.

Public Works. Madrona Way is being paved, and Bayview Road is expected to be paved early November. Shifting from construction season to winter storm season. Reminder to make sure vehicles have supplies on board, keep the gas tank above half and be ready for winter.

Sheriff. For consideration – improve donations to United Way by allowing not just payroll deductions, but allow also donation of annual leave as was done for the Katrina effort.

Treasurer. Office is in the throws of the tax season again. Provisions for accepting taxes via credit card is not yet functional as the programming is not ready, but believe it will be available by the next tax season. When it is, the fee will depend on the type of transaction. If it is a credit card transaction it will be on a percentage scale by dollar amount. If via e-check or ACH transaction it is much less per transaction.

Roundtable adjourned at 11:34 a.m. Next Roundtable November 28, 2005 @ 11:00 a.m.

Other topics for the Regular Board session followed at 1:30 p.m. as outlined on the agenda. This portion of the meeting opened with the Pledge of Allegiance.

By unanimous, the Board approved the following minutes as presented:

- October 6, 2005 Special Session
- October 7, 2005 Special Session
- October 10, 2005 Regular Session, with the exception that minutes from the 4:00 p.m. to 6:00 p.m. Joint Meeting of the Board and Planning Commission to receive and review the 2005 Agriculture Review Committee recommendations, are not included, but will be separately prepared and approved at a later date by the Board
- October 11, 2005 Special Session.

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.) #224205 - 224517..... \$761,699.69.

HIRING REQUESTS & PERSONNEL ACTIONS

As presented by Terry Chevront, Human Resources, the Board by unanimous motion, approved the following personnel action authorizations:

Dept.	PAA #	DESCRIPTION/ Position #	Action	Eff. Date
Juvenile	084/05 – 094/05	Juv. Det. Off. 1407.01-1407.11	New Positions	2/1/05
Juvenile	095/05 – 098/05	Juv. Det. Off .5 FTE 1407.12-1407.15	New Positions	2/1/05

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**RESOLUTION #C-116 -05 SUPPORTING THE 2005 UNITED WAY DRIVE WITHIN
ISLAND COUNTY**

The Board by unanimous motion approved Resolution #C-116-05 Supporting the 2005 United Way Drive within Island County, encouraging Island County employees to remember citizens who find themselves in need of assistance, requesting each department identify an individual to be the department's 2005 United Way coordinator, and designating the period of November 1, 2005 to November 30, 2005 for the Island County United Way Fund Drive.

[Resolution on file with the Clerk of the Board]

STAFF SESSION SCHEDULE - NOVEMBER, 2005

The Board by unanimous motion approved the Staff Session schedule for November, 2005. Both November 2 and November 16 are regular staff sessions, beginning at 9:00 a.m. in the County Courthouse Annex, Hearing Room, 1 N. E. 6th Street, Coupeville, Wa.

**AMENDMENT #2 - GRANT AGREEMENT #G-2840 – WASHINGTON STATE OFFICE
OF SECRETARY OF STATE FOR VOTER EDUCATION AND OUTREACH UNDER
HELP AMERICA VOTE ACT**

As presented for approval by Suzanne Sinclair, Island County Auditor, the Board by unanimous motion, approved Amendment #2 to Grant Agreement #G-2840 (RM-AUD-05-0061) with the Washington State Office of Secretary of State for voter education and outreach under Help America Vote Act (HAVA), the amendment not to exceed \$7,000.

**CERTIFICATE OF FISCAL COMPLIANCE FOR HAVA GRANT #G-2840 WITH WA
STATE OFFICE OF SECRETARY OF STATE**

Certificate of Fiscal Compliance for HAVA Grant #G-2840 with the Washington State Office of Secretary of State, to go with the original grant, was approved by unanimous motion of the Board as recommended by Ms. Sinclair.

CONTRACT WITH HART INTER CIVIC, INC. - VOTER TABULATION SYSTEM

Contract with Hart Inter Civic, Inc. (RM-AUD-05-0100) for a voter tabulation system in the amount of \$276,659.12, including Washington State Sales Tax, was approved by unanimous motion of the Board, as presented and recommended for approval by Ms. Sinclair.

**GRANT APPLICATION – WASHINGTON STATE DOE AQUATIC WEEDS
MANAGEMENT FUNDS - LAKE MONITORING PROGRAM**

As presented for approval by Susan Horton, Island County Noxious Weed Control Board Program Coordinator, outlined in cover memorandum dated October 19, 2005, Grant Application to the Washington State DOE Aquatic Weeds Management Funds to sample vegetation and monitor lakes with public access in Island County was approved by unanimous motion of the Board.

**GRANT APPLICATION – WASHINGTON STATE DOE AQUATIC WEEDS
MANAGEMENT FUNDS FOR LONE LAKE EGERIA ERADICATION PROJECT**

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Per Ms. Horton's memorandum dated October 11, 2005, the Board by unanimous motion approved Grant Application to Washington State DOE Aquatic Weeds Management Funds for Lone Lake Egeria Eradication project.

**DEPARTMENT OF EMERGENCY SERVICES CONTRACTS APPROVED -
HOMELAND SECURITY GRANT PROGRAM**

By unanimous motion, having been transmitted to the Board by General Services Administration, Department of Emergency Services, the Board approved the following two Homeland Security Grant Program contracts:

Contract #E06-22 (RM-DES-05-0121) with Snohomish County Department of Emergency Management for FFY 2005 State Homeland Security Grant Program, in the amount of \$174,369.00

Amendment No. 1 to WSP Agreement #C050926FED (RM-DES-05-0046) – Washington State Patrol Agreement for FFY 2004 Homeland Security Grant Program Law Enforcement Terrorism Prevention Program extending the period of performance through April 30, 2006.

HEALTH CONTRACTS APPROVED

By unanimous motion, the Board approved the following Health Department contracts forwarded by the Health Services Director:

Contract #0563-84056 - WA State DSHS/DDD for Hepatitis B Vaccinations, continuing reimbursement funding for Hepatitis B vaccinations for new contract period, fee for services/ \$48.00 per dose (RM-HLTH-02-0003)

Contract #0563-83319 - WA State DSHS for WorkFirst, continuing services to families with special needs, fee-for-service/\$250 per evaluation (RM-HLTH-02-0062)

Contract #HS-07-05 - Island County Readiness to Learn (ICRTL) for Substance Abuse Prevention, continuing substance abuse prevention work for 2-year biennium, in the amount of \$17,500 (RM-HLTH-05-002)

Contract #HS-08-05 - Big Brothers/Big Sisters of Island County for Substance Abuse Prevention to continue substance abuse prevention work for 2-year biennium, in the amount of \$20,000 (RM-HLTH-05-001)

Contract #HS-08-03(3) - Compass Health for Chemical Dependency Treatment and Crisis Services for reallocation of service funds and to allow continued services to required population, in the amount of [\$110,000] (RM-HLTH-99-0073)

**LIQUOR LICENSE APPROVED - APPLICATION IN LIEU OF CURRENT
PRIVILEGE BY PORT SUSAN INVESTMENTS & MANAGEMENT LLC**

On receipt of favorable recommendations from the appropriate County departments, the Board by unanimous motion approved Application in lieu of current privilege #087271-3F by Port Susan Investments & Management LLC, Brett T. Olson and Christina L. Olson, d/b/a/ Islander's Espresso & Eatery, located at 848 N. Sunrise Blvd., Bldg. D, Camano Island, WA.

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**AMENDMENTS TO INTERLOCAL AGREEMENTS WITH I-COM - FY2005 STATE
ENHANCED 911 FUNDS WIRELESS AND WIRELINE OPERATIONS CONTRACTS**

The Board, by unanimous motion, approved the following Amendments to Interlocal Agreements with I-COM for FY2005 E-911 Funds Wireless and Wireline Operations, as follows:

Amendment C to Interlocal Agreement with I-COM - FY2005 State Enhanced 911 Funds Wireline Operations; Contract E05-041 Contract Amount: \$57,970.13 RM-BOCC-050085 [State Contract approved 9/26/05]

Amendment B to Interlocal Agreement with I-COM - FY2005 State Enhanced 911 Funds Wireless Operations; Contract E05-021 Contract Amount: \$24,739.20 RM-BOCC-05-0084 [State Contract approved 9/26/05].

PUBLIC INPUT OR COMMENTS

Marsha Nelson, President, Island County Master Gardeners, thanked the Commissioners for their support of the Master Gardener program, recapped the program, and as a gentle reminder, mentioned that the Master Gardeners are working hard and making a wonderful contribution to the quality of life and environment in the community, summarizing a few key projects:

- Youth Garden at NAS Whidbey
- Greenbank Farm Educational Garden
- Lord's Garden – raises food for needy in Oak Harbor
- Clinics – North, South and Central Whidbey, predominately April through August
- Fund-raising efforts
 - Whidbey garden workshop – series of seminars
 - Plant sale – plants supplied by Master Gardeners from their own gardens
 - Autumn joint fund raising effort for WSU Extension Office
 - Spaghetti feed in April
 - Art festival this past Saturday raised about \$10,000

Jane Adams, Master Gardener and volunteer for six years at the NAS Youth Center, displayed posters showing pictures of the youth garden at NAS Whidbey, gave the Commissioners a photo album to show pictures of progress within the garden and some of the projects made by the elementary school age children, to keep and use for future reference. She gave the Commissioners some Halloween/Fall decorations made from pumpkins and squash. With the new larger youth center, she noted that the garden was moved, with work starting on the new garden last February. She asked for the Commissioners continued support of the WSU Extension Office in order for them to continue the program and train more Master gardeners.

Melissa Haley, Youth Activity Director for NAS Whidbey, noted that the program this year expanded along with their new building. She shared some of the activities that Master Gardeners provide for the military children, noting that Miss Jane, along with six other volunteers, provide an excellent opportunity for military children who otherwise might not have an opportunity to garden. The program not only serves military children but community children as well. Some of the key accomplishments pointed out were:

The youth garden club has been on-going almost 7 years

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Kids in the program this year entered their vegetables in the Island County Fair and came home with 25 blue ribbons.

The garden club bridges the great divide between age and gender and activity levels

Other than the new deer fence, the children did all the rest of the work, and the gardening is the high point of the work

The program has grown from the beginning with about 5 kids to currently 120 kids participating over the last year.

Steve Stansberry, Master Gardener, Clinton, Co-Chair of the steering committee of the educational gardens at Greenbank Farm, commented that the Farm and WSU worked together to create gardens that the public could go to and learn about gardening, plants, irrigation, etc. The gardens are educational but also compliment what goes on at the Greenbank Farm. The Master Gardeners program at the Farm is basically divided up as follows:

1. A pergola built beside the pie shop makes an attractive entrance way
2. Demolition and rebuilding a respectable cottage used for a potting shed, holding classes for the public, with cottage gardens typical of the 1910's
3. Rose and herb garden – series of raised gardens
4. In progress – working around the pond itself
5. Took a section behind Jim Davis house and made a nursery, becoming an educational part to allow people to look at how to garden, use compost, etc.
6. Shade and native gardens.

Ann Balm, Coupeville, one of 800 WSU volunteers, asked the Board to continue as their partners in helping them to go forward by making sure the office end of the work is taken care off. She asked the Board to think of them as 800 points of light with the Board holding the switch for the electrical outlet.

Lynn Peterson, moved to Coupeville just under 15 months' ago. She thanked the Commissioners for what the County has done for her as an individual, choosing Coupeville and Island County because of the community programs available. She joined Master Gardeners and Beachwatchers and the sense of community she received allows her to say there has not been a day or hour she has regretted having moved to the community.

Chairman Shelton thanked everyone for coming, telling them that the Board recognized the valuable work done by Master Gardeners and Beachwatchers in the community, and realize that gardening reaches further than just the boundaries of the garden. Island County depends very heavily on volunteers.

Commissioner McDowell expressed thanks to those folks who took the time to attend today's meeting, and to all of the other volunteers who make Island County truly unique, with a large number of volunteers from a wide variety of walks of life, becoming involved in a wide range of activities.

As an "old farm boy" Commissioner Byrd recalled always having had a garden. Sometimes you do take for granted the things the garden does. As indicated, the benefit from a garden does go far beyond the boundaries of that garden. He too thanked everyone for all the work that they do.

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**QUIT CLAIM DEEDS, TEMPORARY CONSTRUCTION EASEMENT AND REAL
PROPERTY VOUCHER – CAMANO HILL ROAD PROJECT**

As presented and recommended for approval by Bill Oakes, Public Works Director, the Board by unanimous motion approved the following Quit Claim Deeds, Temporary Construction Easement, and Real Property Voucher associated with the Camano Hill Road project, CRP 02-04, Work Order No. 176:

Quit Claim Deed – Kevin J. Hafer & Cheryl R. Hafer-Lott, \$2,700.00/land; Parcel 175-4950; Sec. 1, Twp 31N, R 2E.

Quit Claim Deed – Cheryl R. Hafer-Lott, \$5,150.00 (\$4,467.00/land, \$683.00/administrative settlement); Parcel 185-4890; Sec. 1; Twp 31N, R 1E.

Temporary Construction Easement #PW-0520-93 - James F. & Francine R. Herrgott, Parcel 078-5000; Sec. 1, Twp 31N, R 2E

Quit Claim Deed – James F. & Francine R. Herrgott, \$25,300.00/land; Parcel 078-5000; Sec. 1, Twp 31N, R 2E.

Real property voucher for James F. & Francine R. Herrgott, in the amount of \$25,300.00, Real Property Acquisition & Right-of-Way Procedures (C-46-03/R-16-03) .

**SUPPLEMENTAL AGREEMENT #1 PW-0420-130(A) – KDD & ASSOCIATES, L.L.C.
TRAFFIC CALMING POLICY DEVELOPMENT**

Supplemental Agreement #1 to #PW-0420-130(A) between Island County and KDD & Associates, L.L.C. for Traffic Calming Policy Development, for the purpose of extending the completion date to March 31, 2006 was approved by unanimous motion of the Board as recommended by Mr. Oakes.

**SUPPLEMENTAL AGREEMENT #5 PW-0120-20(E) - FAKKEMA & KINGMA -
BOGUE PIT RECLAMATION PLAN**

As recommended by Mr. Oakes, the Board by unanimous motion approved Supplemental Agreement #5 to PW-0120-20(E) between Island County and Fakkema & Kingma for the Bogue Pit Reclamation Plan, changing the completion date to December 31, 2006, with the maximum amount payable under the contract \$88,959.00, and changes in the scope of work and subcontracting.

2006 BUDGET WORKSHOP

Budget workshop times are approximate and may be adjusted. 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.

Supplemental Budget Requests

Presentation by: Elaine Marlow

Hand-Out: Supplemental Budget Request Worksheet 10/24/05 (2)

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Hand-out revised from earlier this morning to show what has been tentatively approved at this point, shown in the far right hand columns, one time and continuing expenditures. Page 3 shows adjusted total Current Expense tentatively approved (minus Planning).

Supplemental Requests for Current Expense total \$783,317 on-going expenditures and \$146,200 one time items; so far, the Board tentatively approved \$338,670 on-going expenditures and \$164,700 one-time expenditures. Funding for approved "one-time" items approved by the Board are to be funded from reserves (including Sheriff's vehicles) .

The Board reviewed those items for which no tentative agreement had yet been reached.

District Court. The Board proposed two options be presented to District Court, and the Budget Director to come back and advise the Board:

- Probation Officer position from .5 FTE to 1.0 FTE ; or
- Probation Officer position at .75 FTE and a .5 FTE Probation secretary.

GSA. Request to increase Administrative Assistant to 1.0 FTE not approved.

WAIF Request of \$18,650. The Board tentatively agreed as follows:

1. Request for \$2250 restoration of 5% reduction in 2003 – approved.
2. Full retention of adoption/surrender \$15,000 – approved ½ adoption and surrender fees, but not exceed \$7,500 – Budget Director to confirm the \$15,000 figure is somewhere close to accurate and if the figure is closer to \$10,000 then the appropriation would be half of that.
3. Retain 20% license revenue [about \$1400] - not approved.

Parks Replacement Tractor. Parks to obtain a price for a new back-hoe attachment.

CASA – Request new Administrative Assistant position; tentatively approved .5 FTE @ C-5.

Maintenance. Purchase of man-lift tentatively approved.

Central Services.

Upgrade PCs and software on a 3 to 4 year basis. Of the PC's within the County, 72% are Current Expense funded, which on a three year replacement cycle (1/3/year) would cost about \$160,000 - \$170,000, or about \$120,000 per year on a four year cycle. The Board's tentative decision was to approve an amount of \$60,000 for 2006 to get PC's up to the "level playing field", and the Board next budget cycle will seriously re-look at additional funding.

Increase Small Tools Budget - \$2,000. Not needed with approval of the larger amount.

Upgrade HP Accounting System. Tentative agreement to set aside a contingency amount of \$50,000, but not make a decision until the Board receives input back from the Elected Officials and Department Heads after today's ICS demonstration.

Public Health Pooling

Food Program. Follow-up from discussion during Special Session this morning with regard to the request for an additional 1.0 FE for Food Service Program due to increased inspection

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requirements under recent code change, with proposed fee increase of 54% to fund a new employee (line 123 of the hand-out).

As far as whether or not a half time person could accomplish the work that needs to be done rather than a full time position, Tim McDonald, Health Services Director, did not think it could, based on difficulty now meeting current standard of one inspection per year per facility. Mr. McDonald, Keith Higman, and the Food Program Specialist all believe a full FTE is needed. A full time additional position would assist in the onus of over time – work hours would provide a food service inspector working weekends and evenings in some cases.

The Chairman recalled an earlier discussion with Mr. McDonald about the issue and having talked about, rather than a 54% increase in fees, phasing that in over a two year period such that of the 54% total increase in fees would occur by way of 27% in 2006 and 27% in 2007, the remainder funded from PHP reserves. The Commissioners discussed other options: a three-year phase in at a 3-year phase in, 18% fee increase over a three year period; the 3-year fund balance PHP growth is \$158,000 a year average; if that continues the \$60,000 can easily be funded.

Tentative Agreement: for 2006, a 10% fee increase and the rest funded from PHP reserve; in terms of on-going, the Board will review how the Public Health Pooling fund balance does at the end of next year.

Re-evaluate Deputy Director of Administrative Services. Budget Director follow-up with Human Resource Director regards comparables.

Current Expense Termination Contingency. An amount is not included within the 2006 Current Expense budget for termination contingency; Board will decide on a case by case basis.

There being no further business to come before the Board at this time, the meeting adjourned at 4:15 p.m. The next regularly scheduled meeting will be held on November 7, 2005 at 9:30 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Mike Shelton, Chairman

Wm. L. McDowell, Member

William J. Byrd, Member

ATTEST: _____
Elaine Marlow, Clerk of the Board