

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 18, 2006

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on September 18, 2006 at 9:30 a.m. in the Island County Courthouse Annex, Hearing Room, 1 N. E. 6th Street, Coupeville, Wa. Wm. L. McDowell, Chairman, William J. Byrd, Member, and Mike Shelton, Member, were present. The meeting began with the Pledge of Allegiance. By unanimous motion, the Board approved the minutes from previous meetings as follows: 9-11-06 Regular Session and 9-15-06 Special Session.

COMBINED EXCISE TAX RETURN; PAYROLL, VOUCHERS AND PAYMENT OF BILLS

By unanimous motion, the Board approved the Combined Excise Tax return for August 2006, the Payroll dated September 15, 2006, and the following vouchers/warrants for payment:

Voucher (War.) #246157-246478 for \$675,488.86.

HIRING REQUESTS & PERSONNEL ACTIONS

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

Dept.	PAA #	Description	Position #	Action	Eff. Date
Public Works	122/06	Support Clerk, Temp	2212.01	New Position	9/18/06
Assessor	123/06	Comm. Appraiser	103.00	Replacement	9/18/06

**SPECIAL OCCASION LIQUOR LICENSE TO SOUTH WHIDBEY ROTARY
CLUB/FOUNDATION**

The Board by unanimous motion, approved and signed a letter of no objection to the Washington State Liquor Control Board on the issuance of a Special Occasion Liquor License to South Whidbey Rotary Club/Foundation for an event scheduled October 7, 2006 from 7:00 p.m. to 9:00 p.m. at Bayview Cash Store, Bayview Corner, Langley.

E-911 CONTRACTS APPROVED

The Board, by unanimous motion, approved three E-911 contracts as follows:

- Contract #E07-024 (RM-BOCC-06-0097) between the Island County and I-COM to provide State Enhanced 911 funds for FY 2007 Wireline and Wireless Operations, in the amount of \$441,841.00. [State of Washington Military contract previously approved by Island County on 7/17/06]
- Amendment A to Contract #E06-077 between Island County and I-COM for FY 2006 Wireline Operations, RM-BOCC-05-0115 the amendment in the amount of \$55,789.00 for new total contract in the amount of \$273,850.00. [State of Washington Military Department contract with Island County previously approved on 6/19/06]

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- Interlocal Agreement between Washington State Military Department, Contract #E07-127 [RM-BOCC-06-114] and Island County providing financial assistance for expenses necessary to answer 911 calls originating in the County, in the amount of \$18,000.

**AMENDMENT NO. 1 TO CONTRACT CZM310 GRANT G0600066 -
DEPARTMENT OF ECOLOGY**

The Board by unanimous motion approved Amendment No. 1 to Contract CZM310 Grant G0600066 with the Department of Ecology for additional MRC work [RM-EXT-06-109] as outlined in letter dated September 15, 2006 from Don Meehan, Director, WSU Extension -Island County.

**AGREEMENT BETWEEN EARTHCORPS AND ISLAND COUNTY -
IVERSON SPIT STEPS II**

The Board by unanimous motion approved an Agreement between EarthCorps and Island County [RM-PKS-06-0079] for the purpose of identifying conditions whereby EarthCorps can complete a project at Iverson Spit Steps II, in the amount of \$12,749.37 including WSST.

MENTAL HEALTH ADVISORY BOARD APPOINTMENT

By unanimous motion, the Board appointed Barbara Andrews, Oak Harbor, to serve on the Mental Health Advisory Board for a three-year term expiring April 1, 2009.

CONTRACT WITH NORTH SOUND MENTAL HEALTH ADMINISTRATION

Contract No. NSMHA-ISLAND-JAIL SERVICES 06-07 (RM-HLTH-06-0099) in the amount of \$37,500 with North Sound Mental Health Administration was approved by unanimous motion of the Board to provide provides mental health services for mentally ill offenders while confined and facilitate safe transition into community services and mental health services upon release.

REVIEW MONTHLY FINANCIAL REPORTS

Auditor's Report

Suzanne Sinclair, Island County Auditor, submitted the Auditor's financial report dated 9/15/06 for the period ending August 31, 2006. Nothing tended to stand out in particular to report or comment on. Current Expense revenue is running a bit ahead, and expenditures are within the "measure". Revenue for other funds is comparable to the 5-year average and expenditures running under the 5-year average.

Treasurer's Report

Linda Riffe, Treasurer, submitted the Treasurer's financial report dated 9/15/06 for the same period. She had no specific comments of note or concerns. Line #32, "property taxes-compensating" percent to budget 144%, she noted a direct relationship to logging and clearing/housing development. Sales and Use tax figures shown on line 36 (71% to budget) and Sales and Use tax interest on line 37 at 152% to budget, are reflective of the increase generally in the rates.

[Reports on file with the Clerk of the Board]

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**HEARING HELD: RESOLUTION #C-94-06 AMENDING THE
2006 ISLAND COUNTY BUDGET**

A Public Hearing was held at 9:55 a.m. as scheduled and advertised for the purpose of considering Resolution #C-94-06 in the matter amending the 2006 Island County Budget as shown in Exhibit A. At the time of hearing there were no comments from members of the public either for or against Resolution #C-94-06. Based on the recommendation of Elaine Marlow, Budget Director, the Board by unanimous motion continued the hearing until September 25, 2006 at 1:55 p.m.

**SIGNATURE ON RESOLUTION #C-01-05/R-01-05 – FINAL ORDER OF VACATION OF A
PORTION OF COUNTY ROAD RIGHT OF WAY KNOWN AS HOWARD ROAD AND
BAYVIEW ROAD**

Randy Brackett, Assistant County Engineer, presented Resolution #C-01-05/R-01-05 for the Board's signature of the Final Order of Vacation of a Portion of County Road Right of Way known as Howard Road and Bayview Road, confirming that the conditions specified by the Board for approval on March 14, 2005 have been satisfied.

By unanimous motion, the Board approved and signed Resolution #C-01-05/R-01-05, the Final Order of Vacation of a Portion of County Road Right of Way known as Howard Road and Bayview Road.
[copy on file with the Clerk of the Board]

SUPPLEMENTAL AGREEMENT NO. 5 – PERTEET, INC.

The Board by unanimous motion approved Supplemental Agreement No. 5 for Terry's Corner Park-N-Ride Survey and Design Consultant Contract, Consultant Agreement No. PW-0020-30(E) between Island County and Perteet, Inc., changing completion date to December 31, 2007, increasing Scope of Work and the maximum payable amount to \$739,154.00, as presented and recommended for approval by Mr. Brackett.

**RESOLUTION #C-104-06/R-38-06 – AUTHORIZING SPECIAL FACILITIES OR SPECIAL
MARKET CONDITIONS PURCHASE OF MODULAR FOR ISLAND COUNTY SOUTH
WHIDBEY SHERIFF'S PRECINCT**

As presented and recommended by Mr. Brackett, the Board by unanimous motion approved Resolution #C-104-06/R-38-06 In the Matter of Authorizing Special Facilities or Special Market Conditions Purchase of Modular for Island County South Whidbey Sheriff's precinct.

**SALES AGREEMENT APPROVED - WILLIAMS SCOTSMAN, INC.
MODULAR UNIT FOR SOUTH WHIDBEY SHERIFF PRECINCT**

By unanimous motion, the Board approved Sales Agreement #PW-0620-85 between Island County and Williams Scotsman, Inc. for the Modular Unit for the South Whidbey Sheriff Precinct, in the amount of \$201,989.33 (Equipment/\$159,000.00, SST \$15,480.25, Skirting/\$3,862.08, Tiedowns/\$2,772.00, Delivery & freight/\$3,825.00, Foundation work/\$8,800.00, Crane/\$8,250.00), as presented and recommended by Mr. Brackett.

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**APPROVAL OF COVENANTS FOR BUILDING PERMITTED WITHOUT FIRE FLOW IN
CONFORMANCE WITH ISLAND COUNTY AND INTERNATIONAL BUILDING CODE
FIRE FLOW REQUIREMENTS**

As presented and recommended by Phil Bakke, Planning & Community Development Director, the Board by unanimous motion approved the following Covenants associated with building permit issuance without fire flow for qualifying buildings identified for agriculture use in conformance with Island County and International Building Code Fire flow requirements:

- Covenant between Island County and Doug & Sherry Wirth (Application # 06-0388) for building to be permitted without fire flow in conformance with Island County and International Building Code

Fire Flow requirements, recorded and run with the land, Parcel R13209-165-0660 zoned Commercial Ag (CA) and located on Boon Road, North Whidbey Island, WA.
- Covenant between Laura A. Hesselgrave and Island County (Application #06-0710) for Barn /Shop/Apartment combination building in conformance with Island County and International Building Code Fire Flow requirements, recorded and run with the land, Parcel #R13219-342-0890 zoned Rural Ag (RA) and is located south of Van Dam Road, Whidbey Island, WA.

[covenants to be recorded and run with the land]

**HEARING SCHEDULED: RESOLUTION #C-105-06 (PLG-029-06) - ACCEPTING
PLANNING COMMISSION'S RECOMMENDATION THAT EXISTING RESOURCE LANDS
POLICIES AND REGULATIONS IN THE COMPREHENSIVE PLAN ARE PROVIDING
ADEQUATE RESOURCE PROTECTION AND THAT AMENDMENTS TO THE
PLAN AND REGULATIONS ARE NOT NEEDED**

As presented by Jeff Tate, Assistant Director, Planning & Community Development Department, the Board by unanimous motion scheduled a public hearing for October 9, 2006 at 10:30 a.m. for the purpose of considering Resolution #C-105-06 (PLG-029-06) In the matter of accepting the Planning Commission's recommendation that Existing Resource Lands Policies and Regulations in the Comprehensive Plan are providing adequate Resource Protection and that amendments to the Plan and Regulations are not needed. *[as introduced and scheduled, Resolution #C-105-06 in the record as GMA #8921]*

BUDGET WORKSHOP

Budget Workshop began as scheduled at 11:00 a.m. Budget workshop times are approximate and may be adjusted. Budget notebooks for Board members' use during budget workshops prepared by the Budget office are based on M&O and capital amounts at current levels. Department Heads and Elected Officials during budget workshops are to comment on requested increases and provide a brief explanation for the request. Budget narratives accompanied each department/office budget. Proposed budget and supplemental requests are taken under advisement by the Board with no final decisions expected as a result of budget workshops. Any additional hand-outs provided during Budget Workshops have been placed on file with the Clerk of the Board and in the Office of the County Commissioners. Budget Director, Elaine Marlow attended, along with several members of the Auditor's staff, Prosecutor's Office and Public Works department.

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Island County Clerk

Presentation by: Sharon Franzen

Hand-out: Letter dated 9/18/06

Reviewed revenues and expenditures, along with budget narrative (page 40). Today's hand-out summarized the request:

Request for Additional Staff.

Significant increase (approximately 43%) in revenue generated as a result of last year's legislation raising user fees.

- Virtually all Clerk's duties are mandated - overwhelming workload, issue of liability to Clerk and the County for not meeting mandated deadlines. Lack of adequate staff has been an on-going and growing problem since the domestic violence legislation was enacted in 1984; the anti-harassment legislation in 1987; new statewide judicial information system adopted in 1990's - now two systems (SCOMIS and JIS).
- Since 1999 the Clerk's office has received a net increase in staff including the collections deputy of .1 employee. Request 1.4 deputy clerks, which includes increasing the .6 position to full time and hiring one additional full time deputy clerk.

Continuation of Collections Program

Implemented in late 2004, the program is a success, now collecting more restitution and county/state revenue than ever before. The county will see continued increase in revenue once the restitution on older accounts and current accounts are paid in full. Beginning 2006, a \$100 annual collections fee was assessed to each delinquent account, strictly county revenue [total to date \$43,000 assessed]. Additionally, Juvenile Court services now refers unpaid juvenile-turned adult and parent account receivables for collection.

Document Imaging

Installation of Laserfiche took place mid-June, the cost paid out of the Auditor's O&M Fund. This has, however, added one more duty for staff. Just getting started on the imaging has not resulted in recognized staff time-saving as yet, but it will be a long-term time saver.

Capital requests

1. Copy machine. Lease expires October 2006 - needs replacement
2. Microfilm reader/printer
3. Imaging of older court records [700 boxes stored off-site] estimate \$180/box.

Facilities & Maintenance

Presentation by: Dan Sherk

Hand-out: Projected Expenditures for 2006

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 Facilities maintenance - REET 2006

Projected Expenditures

Fuel is a big expense this year, and translates into additional transportation costs added to supplies and services, and vendors predict anywhere from 8% to 15% price increase. It is hoped that fuel prices will continue the trend downward and not be as high next year. Travel is a large expenditure, due largely to more travel back and forth to the Camano Annex; motor pool vehicles are not necessarily available when needed. Water usage down; turning the irrigation off has helped tremendously.

In developing the proposed budget, the Budget Director worked with Mr. Sherk line item by line item to get a good feel for where figures would end up at the end of 2006 and project where those figures would be in 2007 [page 118 summarizes].

Reviewed 2006 REET projects funded and status.

Supplemental Request [page 127] - additional staffing in 2007

Electrician Electronics Technician
 Increase .5 FTE Custodian on South Whidbey to full time
 Additional .5 FTE Custodian - Coupeville Campus

Request is based upon significant increases in complexity of buildings and 22,000 square footage increase of buildings to be maintained. Last two years, used about \$70,000 for journeymen electricians, and it seems to be an on-going issue. In total there are about 24 buildings in 4 locations, equaling 180,000 sq. ft. The added square footage of the new South Whidbey Sheriff's precinct, and the distance required to go from the Family Resource Center to the Precinct, requires increased custodial time. For Coupeville, there has been a sizable increase in square footage of buildings required to be cleaned. Need to review request to fund an additional .5 FTE probably some time this Spring.

Follow-up: Budget Director review AWC survey for comps regarding salary for electrician.

The Board of County Commissioners recessed at Noon, participating in the regular meeting of the Island County Board of Health at 1:15 p.m. The Board of County Commissioners reconvened in regular session at 3:00 p.m. for continued budget workshops.

Public Works Department:

Public Works/Road/ER&R/Paths & Trails/Storm & Surface Water/Solid Waste/Diking Dist. #4

Presentation by: Bill Oakes

Hand-outs:

Budget Proposal under Cover Memo dated 8/14/06
 Presentation: Power Point Presentation "Public Works Budget 2007" [59 pages]
 2007 proposed Equipment Purchases

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Road Revenue \$17.7 Million (Bulk from property tax @ 41%)

Beginning Fund Balance Jan. 1:

\$1.5 - emergency [based on 1996-97 flood/slide response & delay in FEMA reimbursement]
2.5 cash flow [construction season comes in-between property tax receipt in Spring and Fall]

2007 Road Design and Right of Way

Ducken/Cornet Bay
Crawford
Frostad
Arrowhead (south)
Terry's Corner III
"New" Road [Houston-Race connection]

2007 Road Construction

Camano Hill (4 miles; major project)
East Camano safety
Simonson/Cavalero (boat access road, small project)

2007 SWM Construction

Simonson Place outfall
Jones @ Sunday outfall
E. Troxell Road outfall
Ewing Culvert
Miscellaneous projects

2007 SWM Design

Maple Grove boat launch outfall
Maxwelton @ Ericson Culvert
Useless Bay pump permits

2007: Orthoimagery Flight and GIS layer [high resolution detailed layer for GIS]

ER&R - \$3.7 M - an internal service fund for equipment replacement. Revenue comes from rental rates, reviewed annually. Graph showed the plan set out to "pay as we go" road shop renewal/renovation based on a 40 year life.

Solid Waste

Revenue \$6.4 M, most from tipping fees (90%)

2007 Proposed

Camano Station Engineering
Coupeville Compactor
Implement Rate Study

Public Works: Includes Administration and Capital Project Management - funded by Roads, ER&R, Solid Waste, Projects, REET, Current Expense

Proposed 2007

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Camano Annex
Libbey Beach Access
Jail Controls
Rhododendron Trail built

Diking Improvement District \$4

Annual Maintenance programmed
10-year Maintenance assessment
-collected in 2006
-will invest fund balance

"What is Around the Corner"

- Maintenance Management System (CAMS) required by CRABoard for reporting next year. Along with that an accounting software system.
- Oil prices - may stabilize, but still an uncertainty. Volatility in asphalt prices this year - liquid asphalt supplier had \$100 increase in raw material in one month [from \$300 to \$400/ton]
- Level of Service demands on roads continue, along with a tremendous demand for drainage fixes
- Solid waste volume demands continue to increase; long haul waste contract presents some uncertainty

2007 proposed Equipment Purchases

Replacements:

-Dump Truck - Oak Harbor
-Backhoe - Oak Harbor
-Roller Compactor [floater]
-Mowers/tractors [one each shop]
-Forklift - Oak Harbor
-Slide Discharge Conveyor - Camano
-Sweepers [Coupeville and Oak Harbor]

Capitalized Purchases:

Investigating a system that provides GPS data for paint striper that would tie into the maintenance management system and establish an inventory, i.e. what stripes are where, in an automated way to collect data.

EXECUTIVE SESSION

Chairman McDowell announced that the Board would meet in Executive Session as allowed under RCW 42.30.110(1)(g) to review the qualifications of an applicant for public employment. He estimated that the session would last 15 minutes and did not anticipate an announcement afterwards in open public session today.

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There being no further business to come before the Board, the meeting adjourned at 4:00 p.m. on conclusion of Executive Session. The Board will meet next in Special Session on September 25, 2006 beginning at 10:00 a.m. for budget workshops, followed by regular session at 11:00 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Wm. L. McDowell, Chairman

William J. Byrd, Member

Mike Shelton, Member

ATTEST:

Elaine Marlow, Clerk of the Board