

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
OCTOBER 23, 2006 REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session, starting at 11:00 a.m. on October 23, 2006 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 6<sup>th</sup> Street, Coupeville, Wa. Other topics for the regular session followed at 1:30 p.m. as outlined on the agenda. Wm. L. McDowell, Chairman, William J. Byrd, Member and Mike Shelton, Member, were present.

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

**Elected Officials and Appointed Department Heads Attending:**

Tom Baenen	Greg Banks	Bill Byrd	Cathy Caryl	Sharon Franzen
Larry Larson	Elaine Marlow	Tim McDonald	Mac McDowell	Betty Kemp
Mike Shelton	Suzanne Sinclair	Linda Riffe		

**Others:** Diane Kendy, Paul Boring A.S.E.F. . Fairfax

**Assessor.** Significant increase in property valuation. Has not seen as many individual taxpayers in the office as anticipated. There is a 60-day period within which to file an appeal with the Board of Equalization. Many taxpayers are going directly to request an appeal and not stopping in the Assessor's Office to discuss the assessment with an appraiser. Total County valuation: \$12 billion, a 3 billion dollar increase over last year; new construction \$335 million.

**Budget Director.** The Board approved a letter of engagement with Moss Adams LLP to provide consulting services for Phase 1 & 2 of Financial/HR systems replacement project. Phase I is a review of current procedures to help identify what is being done correctly in the accounting and HR processes and what might be improved. Phase II will be assistance in interviewing vendors and making on-site visits with the Committee to assist in contract negotiations. Kick-off meeting November 6.

**Central Services.** Continuing with replacement program for computers for this year, just finished up the Treasurer's Office. The connection between the Sheriff and I-COM turned out to be very beneficial, and also has allowed connection with servers at I-COM to be able to take advantage of some of their mapping capabilities. Wireless connection installed for Department of Emergency Management, isolated in DEM which gives access to other than the County system.

**County Clerk.** Has now filled the .6 fte deputy position.

**Commissioners.** Chairman previously forwarded a copy of a letter from the State Attorney General regarding removal and disposal of personal identification (RCW 19.215) and personal information, notice of security breaches (RCW 42.56.590). His September 26<sup>th</sup> memo requested follow-up on this issue for further discussion and review at today's Roundtable. Short of time to address the issue today, and therefore requested officials and department heads forward within the next two weeks written responses for the Chairman to review and summarize for the next roundtable on November 27 at 11:00 a.m.

**GSA.** Numerous phone calls and requests for petitions to the Board of Equalization. Public Defense has picked up some. District Court is asking that Public Defense staff be represented during court on Tuesday afternoons to screen those desiring a public defense attorney - to make it

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easy as possible for folks to get an attorney and the GSA Director recommends that start in January.

**Health Department.** Important Reminders:

- (1) Flu season - folks need to get a flu vaccination; refer to schedule on the web site.
- (2) In the Spring, be concerned about eliminating growing of mosquitoes in back yards; provide protection with good screens in homes; use appropriate repellent.

**Human Resources.** Benefits Fair will be held on campus November 17<sup>th</sup> - further information about location and times will be provided by H.R.

**Prosecutor.** Filled Victim-witness Coordinator position two weeks' ago in-house, funded in part by State money. Freed up half-time legal secretary position and just finished interviewing. Busy office, felony cases way up.

Roundtable adjourned 11:43 a.m. Next Roundtable: November 27, 2006 @ 11:00 a.m.

The Board of Island County Commissioners (including Diking Improvement District #4) met at 1:30 p.m.. considering items contained on the agenda. The meeting opened with the Pledge of Allegiance. By unanimous motion, the Board approved the minutes of previous meetings: October 9, 2006 Regular Session and October 12, 2006 Special Session.

**VOUCHERS AND PAYMENT OF BILLS**

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.) #248838-249109 \$634,949.90.

**HIRING REQUESTS & PERSONNEL ACTIONS**

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

<b>Department</b>	<b>PAA #</b>	<b>Description</b>	<b>Position #</b>	<b>Action</b>	<b>Eff. Date</b>
Planning	139/06	Asst. Planner/GIS	1707.02	Change effective date	10/23/06
Planning	130/06	Asst. Planner	1708.02	Change effective date	10/24/06

**APPROVAL OF EMPLOYEE LEAVE OF ABSENCE**

As recommended by Mr Larson, the Board approved Leave of Absence for Ms. Connie Farence without pay for medical reasons for a six month period commencing September 20, 2006 and lasting through March 19, 2007, under the strict terms provided for in the Policy Manual and the Collective Bargaining Agreement.

**STAFF SESSION SCHEDULE FOR NOVEMBER, 2006**

By unanimous motion the Board approved the November staff session schedule outlining the regular staff sessions to be held on November 1 and November 15, beginning at 9:00 a.m.

**CONSERVATION EASEMENT FOR WILBERT TRAIL**

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By unanimous motion, the Board approved the Conservation Easement for Wilbert Trail/Carroll Property/Grant Deed of Conservation Easement by Washington State Park and Recreation Commission to Island County, Wa. (RM-PM-06-122).

**APPLICATION FOR LIQUOR LICENSE SPECIAL OCCASION #092151 BY CAMANO SENIOR CENTER**

Having received favorable recommendations of approval from the appropriate county offices, the Board by unanimous motion voted to send a recommendation of approval to the Washington State Liquor Control Board for issuance of Liquor License Special Occasion #092151 by Camano Senior Center to be held on November 18, 2006 from 4:00 p.m. to 7:00 p.m. at the Camano Senior and Community Center located at 606 Arrowhead Road, Camano Island.

**CONTRACT AMENDMENT TO KEITH DEARBORN CONTRACT**

As presented by Jeff Tate, Assistant Director, Planning & Community Development, the Board by unanimous motion approved an Amendment modifying the scope of services provided for by the Agreement for Legal and Consulting Services executed on January 24, 2005 between Dearborn & Moss PLLC to include any actions necessary regarding Resolution #C-105-06 as a result of the Planning Commission's recommendations following public hearings, with no change in the financial amount of contact. [GMA Record #8976]

**AMENDMENT TO CONTRACT WITH WASHINGTON DEPARTMENT OF FISH AND WILDLIFE LEAD ENTITY OPERATIONAL GRANT 05-07**

The Board by unanimous motion approved Amendment No. 1 to the Contract with Washington State Department of Fish and Wildlife #WDFW 05-2028 (RM-PLAN-05-0161), transferring Lead Entity Operational Grant 05-07 from Public Works to the Planning & Community Development Department, extending period of performance to June 30, 2007 and increasing funding by \$55,000. [GMA Record #8977]

**PUBLIC HEARINGS SCHEDULED TO HEAR OPEN SPACE APPLICATIONS**

By unanimous motion, the Board scheduled a Public Hearing on November 13, 2006 at 10:30 a.m. to consider the following open space applications:

OPS 359/06 – Kyla Krogseng, owner, requesting that 15.85 acres of her 18.85 acre parcel on South Whidbey Island be transferred from the Open Agriculture current use program to the Open Timber current use program. Parcel R32935-228-4610

OPS 419/05 – Jerome Squire & Heide Horeth, owners, are requesting that 18 acres of their 20 acres of land on Central Whidbey Island be enrolled into the Timber Land current use program. Parcels R23118-396-4020, R23118-464-3370, R23118-465-3050 and R23118-463-3610.

OPS 307/06 – Michael & Marie DeBell, owners, are requesting that their 110 acres of land on Central Whidbey Island be transferred from the Designated Forest program to the Timber Land current use program. Parcel R23129-224-4640, R23129-092-4670 and R23132-482-4620.

**PLAT ALTERATION PLP 003/93 REMOVAL OF ROADWAY ONLY RESTRICTION FROM TRACT 997, PLAT OF USELESS BAY COLONY DIV 17**

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Mike Kerschner, Assistant Planner, presented for Board approval, Plat Alteration PLP 003/93 to remove from the face of the plat the "roadway only restriction" from Tract 997, Plat of Useless Bay Colony Division 17. It has since been boundary line adjusted, is larger and that parcel found to be a remnant parcel for which the condition on the face of the plat was included so that homes would not be placed on it.

By unanimous motion the Board approved Plat Alteration PLP 003/93 removing from the face of the plat the "roadway only restriction" from Tract 997, Plat of Useless Bay Colony Division 17, as presented.

**BUDGET WORKSHOP**

**Review of revenue and expenditures estimates with Budget Director**

Hand-outs provided dated 10/20/06:

- (1) 2007 Workshop Supplemental Budget Requests
- (2) 2007 Budget Summary of Current Expense

2007 Workshop Supplemental Budget Requests

Hand-outs received at special session this morning, ready for the Board's review, discussion and approval. The right hand column breaks out those requests that are one time only expenditures, and others that are continuing expenditures. Supplemental Requests for Current Expense total \$1,020,207, broken out as follows: \$750,007 on-going expenditures; \$270,200 one time expenditures. Supplemental Requests for other funds total \$366,000 one time costs and \$408,289 continuing expenditures.

The Board reviewed those items and reached the following tentative majority agreement:

CURRENT EXPENSE

**Assessor**

Continue segregation assistant position 6 mos. @ .5 FTE paygrade 5	Approved
Additional Appraiser Trainee	Hold-needs further review

**Auditor**

Accountant Payroll/Grants 1 FTE}
Seasonal Elections Position .5 FTE}

Proposal: fund assistant payroll clerk, not a CPA; the payroll clerk to become totally proficient in the payroll, then if there are other duties, such as elections (seasonal) incorporate that into the one person. Auditor will review with Chief Deputy Auditor and advise the Board.

**Central Services**

Submit staff job descriptions for possible upgrade	PAQ Process
Additional Computer Tech	Approved
Hire consultant for county-wide strategic technology planning	Approved
Roll-over unspent funds into next year	Not approved

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**Clerk**

Increase current .6 FTE deputy clerk to 1.0 FTE	Approved
Additional 1.0 FTE deputy clerk	Not approved
Imaging older court records	Further discussion

**Commissioners**

.5 FTE	Further review
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**Coroner**

Replace van with pick up	Approved
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**District Court and District Court Probation**

Increase Court Administrator Salary	PAQ Process
Training for Probation staff	Approved
Increase to 1.0 FTE Probation Officer	Not approved
Increase to .75 FTE Probation Secretary	Not approved
Salary increase Court Commissioner	PAQ Process

**EDC**

Increase funding for general budget/outreach program \$10,400	Approved
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**Facilities/Maintenance**

Electrician/Electronic Tech	Further Review
Increase to 1.0 FTE custodian - So. Whidbey facilities	Approved
Additional .5 FTE - Coupeville Campus	Approved

**GSA**

Increase from .8 FTE to 1.0 FTE Adm. Asst.	Approved
Dog Control - CASA additional \$4,800	Approved
Replace Tractor-Coupeville Parks Shop	Commissioner Shelton to review condition of current tractor

**Health**

Create Children's Commission/partially fund 1/2 time position	Further review; consider possibility of funding from Public Health Pooling Reserve
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**Human Resources**

Upgrade Assistant Director Position	Not approved
Addition 1.0 FTE	Not approved



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and Food programs

Establish merit system for Environmental Health Dept. Assts.

Not approved

**Alcohol/Substance Abuse**

Increased funding from Current Expense to fund shortfall or increase local match to full 10% out of liquor profits instead of minimum 2% mandate

Needs further review  
& discussion

**Insurance Reserve**

6 Automated external defibrillators  
1 @ each Sheriff's precinct  
1 @ Superior Courtroom  
1 @ District Courtroom

Start with 6 units but further discuss and approve locations

**Questions:**

Training  
Lobby of three main buildings on campus & Camano Annex  
Location at Sheriff's precincts  
Any liability issues - Risk Pool  
Contact Dr. Case - review questions

**REET 1**

Additional \$15,000 for capital repairs/improvements fairgrounds

Approved

District Court sound system improvements

Approved, pending estimate from Central Services

Security measures for District Court/Probation

Need further information, proposed plan and estimate (concerns: who monitors camera; liability risk?)

Additional tennis court at Camano Annex

Review request when considering improvements at the Camano Annex

**REET 2**

Oak Harbor request funds for Phase III Ft. Nugent Park

Chair to write letter to Oak Harbor - County will consider Phase III funding mid year but wants to see Phase II complete and

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billed, then review request for  
Phase III and amount - in area of  
\$50,000.

Next review: November 1 Staff Session the Budget Director will provide an updated worksheet showing approvals to date, dollar totals, and any estimates/information requested during budget work sessions.

At 3:47 p.m., the Chairman recessed the meeting until 5:30 p.m.

**EXECUTIVE SESSION**

The Board reconvened at 5:30 p.m., the Chairman announcing that the Board would meet in Executive Session, as allowed under R.C.W. 42.30.110(1)(i) to discuss with legal counsel potential litigation. The Executive Session was expected to last approximately one hour, and the Chairman believed there would be an announcement made afterwards in open public session.

The Board unanimously adopted a motion that the County oppose the City of Langley's condemnation of a portion of the fairgrounds property for a city street.

There being no further business to come before the Board, the meeting adjourned at 6:45 p.m. The next regular meeting of the Board of County Commissioners will be Monday, November 6, 2006 at 9:30 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Wm. L. McDowell, Chairman

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William J. Byrd, Member

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Mike Shelton, Member

ATTEST:

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Elaine Marlow  
Clerk of the Board