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 6th 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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Baenen</td>
<td>Greg Banks</td>
<td>Bill Byrd</td>
<td>Cathy Caryl</td>
<td>Sharon Franzen</td>
</tr>
<tr>
<td>Larry Larson</td>
<td>Elaine Marlow</td>
<td>Tim McDonald</td>
<td>Mac McDowell</td>
<td>Betty Kemp</td>
</tr>
<tr>
<td>Mike Shelton</td>
<td>Suzanne Sinclair</td>
<td>Linda Riffe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 26th 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
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 17th - 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:

<table>
<thead>
<tr>
<th>Department</th>
<th>PAA #</th>
<th>Description</th>
<th>Position #</th>
<th>Action</th>
<th>Eff. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>139/06</td>
<td>Asst. Planner/GIS</td>
<td>1707.02</td>
<td>Change effective date</td>
<td>10/23/06</td>
</tr>
<tr>
<td>Planning</td>
<td>130/06</td>
<td>Asst. Planner</td>
<td>1708.02</td>
<td>Change effective date</td>
<td>10/24/06</td>
</tr>
</tbody>
</table>

**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**
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 Krogsgen, 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
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

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  
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  
Additional Computer Tech  
Hire consultant for county-wide strategic technology planning  
Roll-over unspent funds into next year  

PAQ Process  
Approved  
Approved  
Not approved
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

Coroner

Replace van with pick up  
Approved

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

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

Human Resources

Upgrade Assistant Director Position  
Not approved
Addition 1.0 FTE  
Not approved
Planning & Community Development

Additional 1.0 FTE Senior Planner/Critical Areas Specialist  Delay one year - review next budget cycle

Prosecuting Attorney

New Criminal Case Management system  Further Review
Carry-forward - use to purchase above  Not approved
Establish commission to examine salaries  Not approved

Senior Services

Senior Services of Island County - request additional $8,829  Approved $9,000
Oak Harbor Senior Programs - request additional $32,723  Approved $9,000
Camano Senior Services - request additional $7,000  Approved $9,000

Sheriff/Jail

Replace/overhaul patrol boat engine  Not approved
Replace jail kitchen equipment  Approved

Superior Court

Third Superior Court Judge/Court reporter  Approved - requires Legislative Action. At that time, would then not fund Court Commissioner Position
July 1 [off-set by 25% San Juan County share]

OTHER FUNDS

Cornet Bay Dock Fund

Increase SWB for dock manager  PAQ Process - job description, Paygrade/rating, etc.

Public Health Pooling

Public Health Nursing
Use of fund balance for shortfall $59,763  Approved
Upgrade Chief Registrar Position  PAQ Process
Communicable Disease/Emergency Response Coord.  Not approved
Software for client records - carry-forward dollars approved last year  Approved, and also check to see if dollars are needed for maintenance agreement

Environmental Health
Increase fees 60% to fund food program deficit  Further Review
Increase fees 8.5% other environmental health programs  Fund from Reserves and review Reserve
Increase fees to fund shortfall in Hydrogeology program  Reserve status next year
New program manager position - oversee Drinking Water, Land-Use  Not approved
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  
  Start with 6 units but further discuss and approve locations
- 1 @ each Sheriff's precinct
- 1 @ Superior Courtroom
- 1 @ District Courtroom

**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
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

______________________________
Wm. L. McDowell, Chairman

_____________________________
William J. Byrd, Member

_____________________________
Mike Shelton, Member

ATTEST:

_____________________________
Elaine Marlow
Clerk of the Board