

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
SEPTEMBER 25, 2006 - SPECIAL SESSION**

The Board of Island County Commissioners met in Special Session on September 25, 2006 beginning at 10:00 a.m. in the Island County Courthouse Annex, Hearing Room, 1 N. E. 6<sup>th</sup> Street, Coupeville, Wa. Wm. L. McDowell, Chairman; William J. Byrd, Member, and Mike Shelton, Member, were present. The purpose of the special session was to conduct Budget Workshops.

**BUDGET WORKSHOP**

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. 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 a representative from the Auditor's Office.

**Island County Coroner**

**Presentation by:** Robert Bishop  
Andrea Capiola

The Coroner gave a power point presentation to summarize activities during the last year, including:

- New truck purchased, and is working out quite well; heavier duty and will hold up better than the vans.
- The alternative light source system is working out quite well, and is used in conjunction with the Sheriff's Office.
- Spent three weeks in New Orleans right after Katrina to help recover bodies; one of the most horrific and life-changing situations he has gone through.
- Received training on the "Total Stations" purchased for the Sheriff's Department.
- Board Certified Medical Death Investigator.
- Unclaimed remains project completed last year - unclaimed remains dating back to 1920's - 1930's up to present day collected from Langley, Oak Harbor and Coroner's Office [106 total]. Boxes placed in a vault in a very specific order, schematics made and photographed, and the vault buried at Maple Leaf Cemetery. All information is in the vault, with the cemeteries, funeral homes and Coroner's Office. The plan is to provide a headstone through private donations.

2007 budget. Fuel costs increased significantly this year, and at this point in time already over budget. Professional Services is 75.5% of budget at this point in the year and the Coroner anticipated would probably go over budget, noting that 30 autopsies had already been performed. The cost of autopsies is predicted to go up by about 20% as of 1 January. The next year, the Coroner's budget probably will require an increase in the range of \$5,000 to \$10,000.

**Island County Treasurer**

**Presentation by:** Linda Riffe

**Revenue Estimates**

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From conversations with local real estate agents, learned that construction has slowed down by about 1/3. Estimate this year for sales tax collection is \$5 million, looking at strong sales in the Fall [for budget figures, sales tax collections are actually two months' behind the actual point of sale date].

After discussion, tentatively consider using the following revenue estimate figures:

Investment Interest	\$1.5 million
Sales Tax:	\$4.8 million

The Treasurer agreed to follow-up during an up-coming WACO meeting with regard to the status of federal legislation that would take the ability for local governments to control franchises in the county road right of ways away from the area of providing TV cable, computer, etc.

**Expenditures**

Adjustments made in line items to more accurately reflect what really is being done. Increased operating expenses and decreased professional services - zero affect on the actual expenses. The cost of items needed continue to increase.

**Office Equipment Request**

**Copy Machine.** The lease on the Xerox machine will expire in 2007. The lease was effective 2002 and the machine has about run it's life. Discussing the cost of another lease versus purchase with the Budget Director, the conclusion was that in the long run it is cheaper to purchase. The Treasurer's Office used to run tax statements in-house; that will change which will help some but the Office will still be running all of the delinquent tax statements in-house in addition to all of the other copying requirements.

Ms. Marlow commented that leases basically are finance arrangements where at the end of the lease, the County owns the copier. If the County has the cash, what would be the reason to finance a copier purchase [almost 20% more] and suggested taking a broad-picture view on copiers [i.e. like computers and motor pool].

Follow-up: Budget Director tasked with developing a replacement schedule for copiers for further review and discussion with the Board.

**Flat Panel Monitors (6)** For staff - reduce eye strain, as recommended by L&I.

**Work Station Chairs (2)** Replace two work-station chairs.

**Site License for Laser Fiche** For records management, storage/retrieval; archive documents; meet requirements of DOR to transmit REET affidavits. Will look into potential grant sources to assist with new requirements. A portion of the cost can be covered by the new REET Technology fee. However, no budget is proposed for the REET collection fund - the new technology revenue stream only has \$18,000 and she proposes building that fund up a little more.

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There being no further business to come before the Board at this time, the Special Session adjourned at 10:50 a.m., the Board to convene in Regular Session at 11:00 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