

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on September 10, 2007 beginning at 9:30 a.m., in the Island County Courthouse Annex, Hearing Room, 1 N. E. 6th Street, Coupeville, Washington. Wm. L. McDowell, Chairman, John Dean, Member, and Phillip Bakke, Member were present. The meeting began with the Pledge of Allegiance. By unanimous motion the Board approved the minutes from the August 27, 2007 Regular Session.

ELECTRONIC FUND TRANSFERS, VOUCHERS, PAYMENT OF BILLS, PAYROLL

By unanimous motion the Board approved the Electronic Fund Transfers, payroll dated August 31, 2007, and the following vouchers/warrants:

| | |
|--------------------------------------|--------------|
| Voucher (War.) # 270308-270720 | \$652,994.60 |
| Electronic Fund Transfers | \$ 3,694.48 |

HIRING REQUESTS & PERSONNEL ACTIONS

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

| <u>Department</u> | <u>PAA #</u> | <u>Description</u> | <u>Position #</u> | <u>Action</u> | <u>Eff. Date</u> |
|-------------------------------|--------------|-----------------------------------|-------------------|------------------|------------------|
| GSA | 104/07 | Four Springs Caretaker .25 fte | 1510.01 | Personnel Action | 08/13/07 |
| Planning & Community Devl. | 108/07 | Director | 1700.01 | Replacement | 09/10/07 |
| District Court | 109/07 | Court Clerk, Temp | 1002.08 | New Position | 09/10/07 |

Commissioner Bakke moved that the Board appoint Jeff Tate as Director of Planning & Community Development effective September 10, 2007. Motion, seconded by Commissioner Dean, unanimously carried.

Mr. Tate thanked the Board and said he looks forward to the future challenges of the Department. As Planning Director, he will do all he can to meet or exceed the Board's expectations.

EMPLOYEE AWARD PRESENTATIONS

EMPLOYEE SERVICE AWARDS

| <u>Department</u> | <u>Employee</u> | <u>No Years</u> |
|-------------------|---------------------|-----------------|
| Assessor | Todd Burlington | 10 |
| ICSO | John J. Goodwin | 5 |
| Jail | Derik J. Piechowski | 10 |
| Jail | James R. Kuenle | 10 |

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

**HEARING HELD: ORDINANCE C-88-07 IN THE MATTER OF AMENDMENT OF
PROCUREMENT PROCEDURES OF CHAPTERS 2.29 AND 2.30A OF THE ISLAND COUNTY
CODE**

At 9:55 a.m. as scheduled, a Public Hearing was held to consider adoption of Ordinance C-88-07 In the Matter of Amendment of Procurement Procedures of Chapters 2.29 and 2.30A of the Island County Code.

David Jamieson, Chief Civil Deputy Prosecuting Attorney, presented the Ordinance to the Board saying that it incorporates changes made by the 2007 Legislature and also makes a couple of technical corrections unrelated to the statutory changes. They are:

- Increases the dollar threshold from \$2,500 to \$5,000 below which competitive bidding is not required for the purchase of materials, equipment, supplies, leases, and electronic data processing and telecommunications;
- Provides for the option of alternative public works contracting procurement by design-build, general contractor/construction manager, or job order when authorized by the Board of County Commissioners under new state statutory provisions;
- Incorporates the new state statutory definition of “responsible bidder” for determining lowest responsible bidder to award public works contracts; and
- Several technical corrections to the existing code.

Commissioner Dean asked that Mr. Jamieson define “design build” and “general construction manager.”

As quoted from the final Bill report adopted by the Legislature, Mr. Jamieson described those terms as:

“Design build procedures” is a multi-step competitive process to award a contract to a single firm that agrees to both design and build a public facility that meets specific criteria.

The “general contractor/construction manager” process method employs the services of a project management firm that bears significant responsibility and risk in the contracting process. The government agency contracts with an architectural and engineering firm to design the facility and early in the project also contracts with a general contractor/construction management firm to assist in the design of the facility, manage the construction of the facility, act as the general contractor, and guarantee that the facility will be built within the budget.

Mr. Jamieson said that in order to use either the County must first be certified by a state board as meeting certain criteria. Bill Oakes, Public Works Director, when discussing the amendment with Mr. Jamieson, believed it a good idea to incorporate the language now because it “allows” the process without the need for a future code revision if the Board ever wanted to utilize it.

The Chairman asked the question that since the “design” and “building” are now combined, is it the A&E method or the lowest price method for selection to which Mr. Jamieson said it is part of the criteria set in the initial process. He also said that it is the decision of the County whether it chooses to utilize or not this method.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

There being no public comment either in support of or in opposition to the Ordinance, the Board by unanimous motion approved Ordinance C-88-07 In the Matter of Amendment of Procurement Procedures of Chapters 2.29 and 2.30A of the Island County Code. (*Resolution on file with the Clerk of the Board*)

**RESOLUTION C-96-07 IN THE MATTER OF AUTHORIZING AND INCREASING CERTAIN
PETTY CASH, CHANGE, AND REVOLVING FUNDS WITHIN ISLAND COUNTY**

By unanimous motion the Board approved Resolution C-96-07 in the Matter of Authorizing and Increasing Certain Petty Cash, Change, and Revolving Funds within Island County. (*Resolution on file with the Clerk of the Board*)

CONTRACT/CONTRACT BOND WITH O.K. ROOFING, INC.

The Board by unanimous motion approved a Contract/Contract Bond with O.K. Roofing, Inc. for installation of a metal roof on the Island County District Court Building. Contract Amount: \$45,052.80 (*RM-FAC-07-0157*)

CLAIM FOR DAMAGES R07-028 CD – MARLENE WEIMER

As recommended by Ms. Kemp in a memorandum dated September 10, 2007, the Board unanimously approved Claim for Damages R07-028 CD submitted by Marlene Weimer in the amount of \$2,317.08 for damage to her vehicle when a sign from a County mower fell off the equipment. The approval is based on the report from Public Works and verification of the facts reported on the claim.

JUVENILE COURT SERVICES

By unanimous motion the Board approved the following agreement/contract:

Agreement for Professional Services with Randy P. Green, M.A. to provide professional services as an evaluator and therapist for Juvenile Court Services clients. Contract Amount: Not to Exceed \$10,000.00 (*RM-JUV-03-0051-07*)

Contract with State of Washington Department of Social and Health Services, Juvenile Rehabilitation Administration (JRA) to fund the Functional Family Therapy program. Contract Amount: \$8,000.00 (*RM-JUV-04-0113*)

HEALTH DEPARTMENT

As recommended by Tim McDonald, Health Services Director, by memorandum dated September 5, 2007, the Board unanimously approved the following contracts:

Contract with Paul Schissler Associates, Inc. for Grantsmanship Services. The contract will provide grant writing for an Island County Community Development Block grant application for a community facility on Camano Island. Contract Number: HD-30-07; Contract Amount: \$10,000.00 (*RM-HLTH-06-0094*)

Amendment No. 1 to Contract with Compass Health for the Mental Health/Jail Transition Program. The amendment extends the contract period and adds screening and incident

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

reporting language. Contract Number: HS-12-06; Contract Amount: \$2,000.
Amendment Amount: \$ -0- (RM-HLTH-06-101)

Contract with State of Washington Department of Social and Health Services, Division of Developmental Disabilities – DD/Community Services Family Support. This is a Biennium contract which funds developmental disabilities community service family support programs in Island County which includes the Parent-to-Parent program. Contract Number: 0763-25464; Contract Amount: \$28,590.00 (RM-HLTH-06-0030)

Contract with Group Health Cooperative for Preventative Medicine. The contract will provide reimbursement to the Health Department for administering flu vaccinations to Group Health members. Contract No. HD-33-07; Contract Amount: Fee-for-service (RM-HLTH-03-0065)

Contract with State of Washington Department of Social and Health Services/DASA – Alcohol & Substance Abuse Treatment & Prevention program. This Biennium contract provides funding for community alcohol, drug and chemical dependency prevention services in Island County. Contract No. 9501-0 (DSHS No. 0763-20291); Contract Amount: \$1,418,145.00 (RM-HLTH-07-0163)

Contract with Katlaina Rayne, L.M.H.C. for the Mental Health/Millage Special Project. This is a contract for professional services for outreach and facilitation of Island County senior support group sessions. Contract No. HS-15-07; Contract Amount: \$5,000.00 (RM-HLTH-07-0123)

Amendment No. 4 to Consolidated Contract with State of Washington Department of Health. The amendment provides continuing funding for Healthy Child Care Washington supporting health and safety in child care and for the WIC program. Contract No. C14949; Contract Amount: \$817,523.00; Amendment Amount: \$20,496.00 (RM-HLTH-06-0140)

TREASURER

By unanimous motion the Board approved the following as presented by Treasurer Linda Riffe:

Resolution C-97-07 In the Matter of Real Property Tax Refunds as of September 2007. The Resolution attaches a list of real property tax adjustments determined by the Board to be just and payable. (*Resolution on file with the Clerk of the Board*)

Purchase Order No. 8601 with IKON Office Solutions for a Canon Image Runner 5070 Copier. Amount: \$10,364.31 including freight and tax

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

LIQUOR LICENSE APPLICATIONS APPROVED

Having received recommendations of approval by the appropriate departments, the Board by unanimous motion approved forwarding a recommendation of approval to the Washington State Liquor Control Board for the following liquor license applications:

New Application for Liquor License 402157-6E by Applicant KRUG, LLC for a domestic winery, Tradename: KRUG, 5881 Maxwellton Rd., Langley, WA

Special Occasion Liquor License No. 092151 by Camano Senior Center for a special occasion to be held on September 27, 2007 from noon to 2:30 p.m. at the Camano Senior Center, 606 Arrowhead Rd., Camano Island, WA

Special Occasion Liquor License No. 092151 by Camano Senior Center for a special occasion to be held on October 13, 2007 from 5:00 p.m. to 11:00 p.m. at the Camano Senior Center, 606 Arrowhead Rd., Camano Island, WA

Special Occasion Liquor License No. 092151 by Camano Senior Center for a special occasion to be held on October 27, 2007 from 7:00 p.m. to 10:00 p.m. at the Camano Senior Center, 606 Arrowhead Rd., Camano Island, WA

Special Occasion Liquor License No. 092151 by Camano Senior Center for a special occasion to be held on December 31, 2007 from 7:00 p.m. to midnight at the Camano Senior Center, 606 Arrowhead Rd., Camano Island, WA

PUBLIC WORKS

By unanimous motion the Board approved the following as recommended by Bill Oakes, Public Works Director:

Roads

Access Easement Agreement with Robert E. and Adele M. McGinty for Parcel No. R32924-437-0390; Sec. 24, Twp 29N., R 2E., W.M. (PW-0720-78)

Drainage

Stormwater Mitigation Agreement and Covenants with Paul J. and Debbie A. Larson; Holmes Harbor Golf & Yacht Club; Division No. 6, Block 4, Lot 8; Sec. 3, Twp 29N., R 2E., W.M. (PW-0720-59)

Solid Waste

Cooperative Moderate Risk Waste Management Agreement with Pacific Northwest Communities. Expiration: December 31, 2010 (SW-98-0080)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

Trails

Memorandum of Understanding with South Whidbey School District # 206 for the Maxwelton Trail Construction, Operation & Maintenance. (PW-0720-85)

**CONTRACT WITH STATE OF WASHINGTON DEPARTMENT OF FISH AND WILDLIFE TO
RENEW LEAD ENTITY 2007-2009 SALMON HABITAT RECOVERY PLANNING GRANT**

Jeff Tate, Director of Planning and Community Development, presented for Board approval a Grant Agreement with the State of Washington Department of Fish and Wildlife to renew the Lead Entity 2007-09 Salmon Habitat Recovery Planning Grant. The grant will fund the County's salmon recovery program and the lead entity coordinator position. Every two years the Department of Fish and Wildlife delivers a new grant to the lead entity, which in this case is the County. The amount of the grant and the amount of the match are the same as they have been in prior years. Contract amount: \$55,000.00 with a project match of \$35,000.00

The Board by unanimous motion approved the Contract with the State of Washington Department of Fish and Wildlife to renew the Lead Entity 2007-2009 Salmon Habitat Recovery Planning Grant. (RM-PLAN-07-0161) (GMA Record No. 9501)

**REVISED GRANT APPLICATION TO NATIONAL FISH AND WILDLIFE FOUNDATION
COMMUNITY SALMON FUND**

Mr. Tate then presented for Board approval a Revised Grant Application to National Fish & Wildlife Foundation Community Salmon Fund for grant funding of salmon habitat restoration and outreach effort. The grant increases from \$16,000.00 to \$26,000.00 along with an increase in County match from \$8,535.00 to \$13,533.00. There is no impact on the County budget because the match is in an inclined form of staff salary. This is a request from the National Fish & Wildlife Foundation to add more money to the grant for the purpose of building in a creosote removal component.

By unanimous motion the Board approved the Revised Grant Application to the National Fish and Wildlife Foundation Community Salmon Fund. (GMA Record No. 9502)

PRELIMINARY LONG PLAT 256/95, PLAT OF SANDY SHORES

Lastly, for Board approval, Mr. Tate presented Preliminary Long Plat 256/95, in the Plat of Sandy Shores, Assessor's Parcel No. R22903-501-4580. He introduced Alli Sanders, Planner, who described the plat for the Board as a 7-lot long plat off of Holmes Harbor. Ms. Sanders said that staff reviewed the application and determined that the conditions of preliminary approval have been met. She did point out that Restriction No. 9 on the plat is a condition of preliminary approval and states that the trees in the five foot landscaping buffer on the western property line must be of a height that will not obstruct the views of the neighbors to the west. Given that, staff recommends final approval.

Commissioner Bakke asked if the Hearing Examiner specified what types of trees were to be planted in the buffer to which Ms. Sanders replied that he had not, that at the time the trees were Alpine Fir but because the height condition was unclear the type of tree has since been changed. Ms. Sanders also confirmed that the restriction was conveyed to the upland property owners.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

The Board by unanimous motion approved Preliminary Long Plat 256/95, Plat of Sandy Shores, Assessor's Parcel No. R22903-501-4580

2008 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. Hand-outs are on file with the Clerk of the Board.

Budget Director, Elaine Marlow, and Accountant, Ellen Carlin, attended.

ISLAND COUNTY ASSESSOR

Presentation by: Dave Mattens

Originally asked for a 10.4% increase in M&O expenditures but it has been reduced instead to 6.6% because there is no anticipated increase in the lease agreements as originally believed. Other than moving money to other categories, and the annual contract with Master's Touch, the budget remains the same.

Travel-Other Services

Important due to training involved. Assessor's Association voted unanimously to increase the training requirements to 30 hours for accreditation of appraisers in the state. Department of Licensing would begin taking Assessors to task saying the County was not keeping up with other states in that Washington requires only 15 hours every two years for accreditation. Doubling the training requirements will increase the expense and take work time away from Appraisers. "Investment in training is an investment in efficiency." Received Letter of Intention to Retire, in writing, from a senior employee so will need to do another re-hire, trying to make an informed decision about how to replace that person.

Capital Expenditures

Supplemental Request: Replacement of nine laptops with Tablet PCs, including flat panels, docking stations, keyboards. Mr. Mattens explained that he is trying to modernize the office and to have not only more hardware, but also software that other counties are using. Tablet PCs come in a case, have a strap, much lighter, draw freehand on them, can do data entry in the field saving time in double-entry. Tablets allow Appraisers to download entire section maps, view all the information on the computer, availability of GPS. Laptops are beginning to break and fail, and in the field it is critical that they not, especially being shorthanded.

Chairman McDowell asked if it would be more efficient to have one exclusive data entry person to eliminate error. Unclear to Mr. Mattens as hiring another data entry person, solely responsible for data input, would force the Appraisers to adapt to a best practices method. Appraisers have own shorthand methods and using a data entry person would require a uniform method by all.

Positive: Will free up Appraisers to collect data.

Negative: Everyone would need to re-adapt, be uniform in their method, so the data entry person can understand and input accurate information.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

Suggestion: Try one Tablet PC first to make sure it works as expected.

ISLAND COUNTY AUDITOR

Presentation by: Suzanne Sinclair, Anne LaCour

Auditor Budget

Minor differences in revenues in terms of quantity rather than what they are. Recording fees have slowed down. Expenditures are for salaries and supplies as usual. Request from accounting staff for flat screen wide monitors and two regular flat screens for other staff. Also request replacement of Anne LaCour's unreliable old computer dating back to 2001.

Auditor O&M Fund

Revenues largely dependent upon the number of recordings which fluctuate. Some restrictions: originally intended for historical preservation of recorded documents but has broadened in definition to include county records and not just auditor's recorded documents. Recording fee now up to \$38; of that, approximately \$26 goes to affordable housing and low income housing. Funds Records Manager and preservation of records.

Supplemental Request: Half time employee to support Records Manager. Concerned about records relative to emergencies and disasters so therefore would like Records Manager to focus more time on being sure records are properly backed up and preserved.

Supplemental Request: Clerk installed a Laserfiche (electronic document management system that creates a digital image) for easier access to court records and now needs to purchase five more licenses. Suzanne will fund from her O & M budget.

Election Reserve Fund

2008 is a presidential election year with an anticipated six elections in the year. Expenditures excluding payroll totals \$191,400, representing an increase of \$47,150 over 2007. Increase is due to the Presidential Preference Primary costs and increased costs for the state offices on the ballot and primary in August and November. Other increases to fuel and postage.

Supplemental Request: A half time seasonal position for elections, June through November.

HUMAN RESOURCES

Presentation by: Larry Larson, Terry Chevront

No increases proposed in M & O.

Request for Board approval to have the Administrative Assistant position reviewed through the PAQ process because of increases in the change of workload and greater responsibility.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 10, 2007 – REGULAR SESSION**

CENTRAL SERVICES

Presentation by: Cathy Caryl, Diana Vaughn

No increases proposed in M & O.

Request to retain \$60,000 Central Services equipment/software purchase.

Supplemental Request: Replace phone lines at NWFRC with an in-house phone switch including voice mail.

Ms. Caryl handed out a compiled list of equipment requests submitted for the 2008 Office Equipment budget. Ms. Caryl indicated that these numbers are not final and she will come back in October with a recommendation. (Handout dated 9/10/07 on file with the Clerk of the Board)

CIVIL SERVICE COMMISSION

Presentation by: Marie Taylor

Slight increase in communications because of increase in postage.

There being no further business to come before the Board at this time, the meeting adjourned at 2:40 p.m. The next regularly scheduled meeting will be held on September 17, 2007 at 9:30 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Wm. L. McDowell, Chairman

John Dean, Member

[Phillip Bakke, Member: Absent when signed]

ATTEST:

Elaine Marlow, Clerk of the Board