

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
OCTOBER 15, 2007 – REGULAR SESSION**

The Board of Island County Commissioners met in Regular Session on October 15, 2007 beginning at 9:30 a.m. in the Board of County Commissioners Hearing Room (Room # 102B), Annex Building, 1 N.E. 6<sup>th</sup> 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 September 24, 2007 Special and Regular Sessions and the October 1, 2007 Special and Regular Sessions.

**ELECTRONIC FUND TRANSFERS, VOUCHERS, AND PAYMENT OF BILLS**

By unanimous motion the Board approved the Electronic Fund Transfers and the following vouchers/warrants:

Voucher (War.) # 272772 thru 273069 .....	\$339,417.39
Electronic Fund Transfers .....	\$242,672.90

**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>
Assessor	117/07	Department Support Assistant	115.01	Replacement	10/15/07

**APPOINTMENT TO ISLAND COUNTY FAIR BOARD - CORRECTION TO DATE OF TERM  
EXPIRATION**

The Board by unanimous motion approved a correction to the date of term expiration for Leandra Reuble's appointment to the Island County Fair Board on October 1, 2007. This position, representative of the area encompassed by the Coupeville School District, will run until October 8, 2009 instead of October 8, 2010.

**ANNOUNCEMENT OF GOVERNOR'S AWARD**

Chairman McDowell announced that the County provided \$200,000 to support the creation of the Fort Nugent Park Community Built Playground and for that effort, was awarded the Governor's Smart Partnerships Award. The award is in recognition of excellent work in improvements in quality of life for local communities in the state of Washington and the local community.

**LIQUOR LICENSE APPLICATION 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 application:

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Application for new Liquor License No. 402289 – 2F by Michael J. Dolan and Tina J. Jarvis, d/b/a MJ's Pocket Billiards, LLC for Houdini's Billiards, 5525 Freeland Ave., Freeland, WA

**PUBLIC INPUT OR COMMENTS**

Rita Peterson, 1917 Swantown Road, Oak Harbor wanted the Board to be aware, given Oak Harbor's UGA plan to develop urban housing on the west-facing rural hillsides, of her concerns about the quality and quantity of clean drinking water from the wells in the Swan Lake area. Those concerns are:

- Does Island County still own Swan Lake?
- Is the County draining Swan Lake?
- How will the Island County Commissioners guarantee taxpaying citizens who are on wells that the amount of their drinking water, and the quality of their drinking water, will be clean and free of contaminants?

*[Letter on file with the Clerk of the Board]*

Chairman McDowell said that the County's ownership of Swan Lake has not changed and there are no plans to drain the lake. The golf course historically impounds water for future watering of the course but the Chairman is not sure if the amount impounded has changed. It was suggested that Ms. Peterson visit Public Works, look at aerial photographs of the area, and talk with personnel about the water level during this time of the year. Additionally the City of Oak Harbor does not use well water; the water is piped in from Skagit County.

Commissioner Bakke mentioned that the County is conducting surface water monitoring in the area that would serve as a baseline if and when development occurs. He suggested that Ms. Peterson speak with Chris Wilson, Planning and Community Development Department, for further information.

**PUBLIC WORKS DEPARTMENT**

**HEARING SCHEDULED: ORDINANCE C-107-07/R-43-07 IN THE MATTER OF  
RENAMING VARIOUS COUNTY ROADS ON WHIDBEY ISLAND**

By unanimous motion the Board scheduled a public hearing on November 5, 2007 at 10:15 a.m. for the purpose of considering Ordinance C-107-07/R-43-07 in the Matter of Renaming Various County Roads on Whidbey Island. *[Ordinance on file with the Clerk of the Board]*

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

**ROADS**

Agreement with Skillings Connolly for On-Call Consultant Services in the amount of \$300,000.00; Expiration date March 31, 2011; Rate is determined on an annual basis, compensation negotiated.  
*[PW-0720-92]*

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DRAINAGE – Sunset Road Culvert Replacement, Work Order No. 399

Temporary Construction Easement with Richard B. Hawley and Susan Corkery. Parcel No. R23222-036-4550; Sec. 22, Twp. 32N, R 2E. [PW-0720-102]

Permanent Drainage Easement with Richard B. Hawley and Susan Corkery. Parcel No. R23222-036-4550; Sec. 22, Twp. 32N, R 2E. [PW-0720-103]

SOLID WASTE

Amendment No. 1 to Contract with HWA Geosciences, Inc. for a time completion extension to December 31, 2007. [SW-06-0037]

**APPLICATION FOR WASHINGTON STATE CTED COMPETITIVE GMA PLANNING  
GRANT**

Jeff Tate, Director of Planning and Community Development, presented for Board approval an Application and letter for a Washington State CTED Competitive GMA Planning Grant for funding to update the Parks & Recreation Element of the County's Comprehensive Plan. He said that Planning is not proposing any cash match on the grant as the County's match is staff time. Mr. Tate confirmed there is no change to the Level of Service in parks set out in the Capital Facilities Plan, instead this process is more of an inventory and management strategies. Rhododendron Park is one that will be looked at in terms of a management plan concerning forestry and whether it should be closed to camping.

By unanimous motion the Board approved the Application and letter for a Washington State CTED Competitive GMA Planning Grant for funding to update the Parks & Recreation Element of the County's Comprehensive Plan.

**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, attended.

**Prosecuting Attorney**

Presentation by: Greg Banks

Also Present: Caroline Morse

Mr. Banks presented an overview of the Prosecutor's Office and its functions via a Power Point presentation and spoke of the steadily climbing cases and the impact on the attorneys. Also of concern are District Court hearings and the days required to be in court.

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Summary of 2008 Proposed Budget Modifications

- Add a new deputy prosecutor, DPA 1, to cope with unrelenting growth in caseloads.
- Reclassify 0.5 FTE legal secretary to 1.0 FTE receptionist/clerical position, with paygrade reduction.
- Reclassify pay grade of DPA 1 from DP13 to DP14  
*[Follow-up: Not a funded position, Board will advise if PAA should be brought forward].*
- Increase operational expenditures budget by \$2,564 from 2007 level (excludes increase already approved for case management system maintenance).

Capital Budget Request

- 10 Laser Fiche licenses to access Clerk's court documents.

Drug Seizure/Federal Asset Forfeiture

Jointly controlled by the Sheriff and Prosecutor and funded by the seizure and forfeiture of property obtained from criminal activity. Anticipated that fund will be used for future training and equipment. The Sheriff and Prosecuting Attorney have agreed to use \$10,000 from the Drug Seizure Fund and up to \$20,000 of the Federal Asset Forfeiture Fund for purchase of a new case management system, approved by the Board in 2007.

Anti-Profiteering Fund

Funded by the seizure and forfeiture of property obtained from criminal profiteering activity. Anticipate using up to \$20,000 for new case management system.

The Board recessed at 12:15 p.m. convening as the Board of Health at 1:15 p.m. The Board of County Commissioners reconvened at 3:00 p.m. to conduct further budget workshops.

**Ebey's Landing National Historical Reserve**

Presentation by: Mark Preiss, Reserve Manager

Also Present: Courtney Jones, Office Manager

Al Sherman, Board Trustee

Marilyn Sherman Clay, Board Trustee

Mr. Preiss said he and the Board Members would like to strengthen and re-invigorate the partnership with Island County such as:

- Work together with the Board and planning staff through the Historic Review Committee process, already working cohesively with the Town of Coupeville.
- Education also tied to the Historic Review Committee process, but also what does it mean to be a resident of the reserve.
- Conducting a series of educational workshops as follow-up to brochures.
- Dialog with the Sustainable Ag Working Group concerning working farmers within the Reserve and Island County and how they can be best supported.

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2008 Budget Request:

Total operating budget for FY 2008 is \$295,000. Of that amount, asking for \$35,000. Currently funded at \$10,000 annually. Interested in Conversation Futures Fund and looking at the opportunities for purchase of development rights. Joint Conservation Futures fund application will be submitted jointly along with the Whidbey Camano Land Trust.

**Economic Development Council**

Presentation by: Sharon Hart, Executive Director  
John LaFond

Legislation allows the Board to use an associated development organization in .09 consideration for funding.

ADO report will be presented at the COG meeting on October 24 and since it was written, did a site tour with a large business and conducted a trade booth in Miami making several connections with businesses wanting to expand markets and locations in Washington. Completed 16<sup>th</sup> Annual Uniquely Whidbey Trade Fair, largest ever conducted.

2008 Budget Proposal:

8% increase over last year, requesting \$67,000 through COG. EDC office has need for bookkeeping and in-house services at a reasonable part-time cost. EDC proposes using Rural County Sales Tax monies to fund contributions from all local governments and restore historic support that Port Districts have given the business expo. Port Districts over last three years have cut funding about \$8,000. At a point now where EDC needs to hire a professional coordinator for a longer period of time through the year for the expo and at a wage more than what is currently being paid. No additional cost for presence on Camano.

**Northwest Regional Council**

No presentation

**Senior Services of Island County**

Presentation by: Margaret Scehovic, Interim Executive Director

Requesting \$148,502 in funding support representing a 20% increase over 2007. Gas prices and salary adjustments for Case Managers and Information and Assistance Specialists are primary reasons for increase, as well as the responsibility for Adult Day Care. Expected federal and state grants amount to \$594,593.

*Follow-up:* Ms. Scehovic to provide spreadsheet of 2007 amounts showing budgeted contributions by organizations and percentage of funding.

Four reserve accounts:

- CamBey Apartment is a HUD subsidized apartment complex in Coupeville so required to have on hand \$50,000 reserve, \$10,000 per apartment. Also an additional \$37,000 in a reserve maintenance account to replace the building's roof in 2008-2009.
- Community Thrift has \$9,000 that will cover unexpected repairs and maintenance issues that surface over time.

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- Senior Center Building at Bayview has reserve maintenance account of \$23,400. Still working on bids for roof repair to the south wing of the building.
- Senior Services Operations reserve account approximately \$160,000.

**Oak Harbor Senior Services**

Presentation by: Mike McIntyre, Senior Services Administrator

To try to keep ends meeting there were the following improvements:

- Expense reduction and income generation
- Added Passport Program
- Membership raised by \$2,500
- Optimizing volunteer assistance
- Minimized electric by changing light bulbs
- Improvements to water meter

Large expenses forthcoming primarily for deteriorating facility, ventilation and heating systems, parking and replacement of the Senior Transportation bus so reserves are expected to run short.

2008 Budget Request from Island County: \$106,585

- \$92,560 general contribution
- \$14,025 adult day care contribution

Discussed the terms of financial support for the Center and Adult Day Care in terms of the relationship between the City and County in that funding. Mr. McIntyre is hopeful to return to a “one-third” contribution from the City, County, and Center.

**Camano Senior Services Association**

Presentation by: Karla Jacks, Executive Director

2008 Budget Request: Asking for same amount as last year, \$52,544. The cost last year to run the Camano Senior Services Association, both the Camano Senior and Community Center and the Thrift Store was \$492,728.

Percentages of funding sources are:

- 51% or \$207,000 operating income from Second Chance Thrift Store
- 11.7% support from Island County
- 10% from fundraising
- 10% from classes
- 4-1/2% from membership
- 4% from rentals
- 9% miscellaneous

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Expenditures:

- 41% in salaries and contract labor
- 11.75% in interest on \$770,000 mortgage; \$5,600 monthly mortgage payment
- 7% utilities
- 5% insurance
- 5% fundraising
- 5% Senior Services of Island County
- 3% building and maintenance
- 5% teachers
- 17% miscellaneous

Reserve Accounts:

- \$65,200 General Fund
- \$117,500 Reserve Account
- \$100,400 Endowment Fund

Focus is to pay down the mortgage for the security of the facility and build up the endowment fund to sustain monthly operating expenses. Currently operating at 1% profit margin. Because the facility needs a generator it was suggested that Ms. Jacks speak with the County's Department of Emergency Management concerning available grants for emergency resources. Would like to build a pole building for storage which would help to generate more thrift store revenue.

There being no further business to come before the Board at this time, the meeting adjourned at 4:11 p.m. upon completion of Budget Workshop. The Board will meet next on October 22, 2007 at 9:00 a.m. for a Special Session Budget Workshop; Regular Session beginning at 11:00 a.m. with the Roundtable followed by regular agenda items at 1:30 p.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

\_\_\_\_\_  
Wm. L. McDowell, Chairman

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John Dean, Member

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Phillip Bakke, Member

**ATTEST:**

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Elaine Marlow, Clerk of the Board