

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 22, 2007**

The Board of Island County Commissioners convened in Regular Session on January 22, 2007 at 11:00 a.m. for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, County Annex Building, 1 NE 6<sup>th</sup> Street, Coupeville, Wa. Other topics for the regular session followed at 1:30 p.m. as shown on the agenda. Mike Shelton, Chairman, Wm. L. McDowell, Member, and John Dean, Member, were present.

**ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS ROUNDTABLE**

**Elected Officials and Appointed Department Heads (or representative) Attending:**

Phil Bakke	Robert Bishop	Mark Brown	John Dean	Sharon Franzen
Betty Kemp	Anne LaCour	Larry Larson	Betty Kemp	Elaine Marlow
Dave Mattens	Tim McDonald	Mac McDowell	Mike Merringer	Bill Oakes
Maggie Paczkowski	Mike Shelton	Dan Sherk	Linda Riffe	

**Others:** Diane Kendy

**Storing & Managing of Sensitive Identity Information** (removal and disposal of personal identification [RCW 19.215] and personal information, notice of security breaches [RCW 42.56.590]). Late 2006 began looking at security of personal data and how various departments handle. From Department Heads and Elected Officials responses, Commissioner McDowell summarized on-going issues:

- While there may be some offices with redaction policies in place, there is no Countywide policy.
- Employee leave accrual reports with social security numbers should be separated from paychecks. An alternative to consider is using only the last four digits of social security numbers.

Additional questions and concerns that have been raised:

1. When an employee is no longer employed with the County, what is the policy to “wipe” the protected data from the laptop before the laptop is assigned to another employee?

Follow-Up: request a written report from Cathy Caryl, Central Services Director.

2. Are employees allowed to take laptops that contain personal information outside the office? There are many well-publicized situations where laptops with personal information have been stolen.

Roundtable discussion of the issue confirmed that some laptops are taken home or out in the field, but those have unique passwords and security in place. A comment noted that the point of having laptops is portability. Suggestions/options made: store personal data on a USB drive, or on the server rather than a laptop; back up that data to County network on a daily basis.

Follow-up: As indicated in the September 7, 2006 letter from the Attorney General, follow-up on the offer of assistance from LEGIT [Law Enforcement against Identify Theft), King County Prosecutor’s Office, Department of Licensing and Seattle Consumer Protection Division, who are available to provide assistance. Talk to Cathy Caryl or Technology Committee representative to contact LEGIT to see if they would come to a Roundtable and share suggestions and recommended best practices.

**Emergency Office Closure Procedures**

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The Chairman explained that the Board recognizes the fact that it is very difficult under certain inclement weather conditions for some employees to get to work. However, the Board of County Commissioners makes the determination when to make a declaration to close county offices, other than the courts. When employees choose not to come to work due to weather conditions, it is important that Elected Officials and Appointed Department Heads inform those employees that in those circumstances they are required to take vacation or leave without pay. Purchasing sufficient numbers of generators is not the answer, not just because of the cost of purchase, but also that the availability of fuel is compromised -- need to limit that in order to ensure adequate fuel supply to conduct necessary activities.

Betty Kemp has been reviewing potential hazards when offices are dark due to power outages, and has for example, provided lights in hallways and restrooms, and will continue to work on that with the Facilities Director. Elected Officials and Department Heads expressed comments and concerns about not being able to conduct business without power in dark offices. Shutters at the Planning & Community Development Department drop automatically in a power outage, offices dark and no power for computers; it would make a world of difference to have even one computer operational. Planning for a power outage and actually seeing what works and what does not when the power goes out would be worthwhile, with the suggestion to form a small committee to walk through with Bill Oakes and Maintenance and make some recommendations. Alternative employee jobs in times of power outages were discussed, such as: cleaning, organizing, filing, hand-receipts, and brain-storming things that can be done during those times, and potentially training using pre-canned training using the hearing room basement since it has some power (EOC).

Elected Officials and Department Heads were invited to attend the January 24, 2007 Council of Governments meeting beginning at 9:00 a.m. in the Hearing Room to hear a presentation by Puget Sound Energy of the overall power grid for the Island, and other issues related to power outages.

#### **Amending Reasonable ADA Accommodations**

H.R. Director handed out a proposed amendment to the reasonable accommodation policy for qualified individuals with a disability. Should there be any questions or concerns, please contact H.R. The matter will be scheduled on the Board's agenda February 5<sup>th</sup> in order to give everyone an opportunity to read the policy prior to Board adoption.

#### **Financial Services/HR Computer Software Committee Update**

Ms. Marlow gave an update from the Financial System Replacement Committee on the status of the financial services/HR computer software replacement project. The consultant group, Moss-Adams, hired to assist the County through the replacement project, will make a presentation to the Board at 1:45 p.m. during the February 7 Staff Session, and report results of their assessment of the County's processes, indicate strengths and weaknesses and review recommendations for a new system. Elected Officials and Department Heads are invited to attend.

#### **Human Resources Update/Vision**

HR trying to provide a seamless way for departments to have access to the HR information, for example: PAA request filled out electronically, submitted electronically, and processed electronically, coming out at the other end as a piece of paper. Looking also at the voucher and payroll processes; and employees having a certain amount of access to their records in order to make changes needed for benefits, etc. or departments heads to review.

#### **Round Table Discussion**

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Assessor. Closer to getting the tax roll to the Treasurer's Office. Levy calculations were given to Snohomish County ahead of time.

Clerk The 3-day/week position which was expanded to full time is now on board. The half time position has been filled as of today.

Commissioners. Legislature is in session. Governor's legislation that seems to have broad support both in the House and Senate is Sales Tax streamlining, would mean an additional \$350,000 to \$400,000 for Island County Current Expense Fund.

Facilities. Expectation/guidelines from Commissioners as far as various requests to move Bank & Office furniture within different offices.

Board Guideline Confirmed: Before Departments submit a request to Facilities for a move or change to Bank & Office furniture, first come to the Board to review the requested changes in order to pursue the most economical way possible should changes be necessary.

GSA. Board of Equalization will begin hearings March 6. Thus far approximately 1,000+ appeals filed.

Health Department. Flu vaccine available; check the Health Department website for specifics.

Human Resources. H.R. training class on "Interviewing" to be held on January 31, 2007 at 2:00 p.m.

Planning & Community Development. CAO will restart in the coming months, planning a number of community meetings and hearings.

Public Works. Lots of unplanned work due to the weather situation; cleaning up sand and branches for the third time. Cooperation between first responders has been great.

Sheriff. Counterfeiter using 100 dollar bills arrested and turned over to FBI; arrest made over the weekend in the Mutiny Bay burglaries. Several complimentary letters received with respect to deputies who helped people out during the storm; one patrol car hit during the storm, no one hurt, minimal damage and deputy not at fault. Reminder: UGA burn ban effective January 1<sup>st</sup>.

Superior Court. Based upon work load for joint judicial districts of San Juan – Island County, AOC indicated that three judges were needed, and drafted legislation which so far looks very positive for that to occur towards the end of July or first of 2008. In lieu of that, San Juan County has elected to support a separation of judicial districts.

Treasurer. Sold all but two pieces of property in the tax foreclosure sale held last Friday. Gearing up now for the current tax season.

*Roundtable adjourned at Noon. Next Roundtable scheduled to be held on February 26 @ 11:00 a.m.*

The Board of Island County Commissioners (including Diking Improvement District #4) met at 1:30 p.m.. as scheduled to consider items contained on the agenda. The meeting opened with the Pledge of Allegiance. By unanimous motion, the Board approved the minutes of previous meetings from Regular Session held on January 8, 2007.

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**APPROVAL OF DECEMBER COMBINED EXCISE TAX RETURN; PAYROLL;  
APPROVAL OF 2006 AND 2007 VOUCHERS AND PAYMENT OF BILLS**

By unanimous motion, the Board approved the payroll dated January 12, 2007, the Combined Excise Tax Return for December 2006, and the following vouchers/warrants:

2007 Voucher (War) #254461 - 254619..... \$287,356.86 [*incl. VARC Claim*]  
2006 Voucher (War) #254620 - 254731..... \$372,318.53

The Board further by unanimous motion ratified action taken during the January 17, 2007 Staff Session approving the following pre-audited bills and vouchers:

2006 Voucher (War.) #253653 - 253945..... \$261,045.50  
2007 Voucher (War.) #253582 - 253652..... \$37,942.12

Veterans Assistance Fund. Claim #V 7-1 was approved in the amount of \$2,580.05 by unanimous motion of the Board, as recommended by the Veterans Assistance Review Committee [*emergency financial assistance to eligible veterans; names and specific circumstances are confidential*].

**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>
Public Works	003/07	Seasonal Laborer	2254.03	Replacement	1/22/07
Sheriff	005/07	Dep. Officer	4014.01	Replacement	2/12/07
Juvenile Ct. Serv.	006/07	Juv. Prob. Couns.	1402.02	Replacement	2/26/07
Juvenile Ct. Serv.	007/07	Sup/Juv. Cr. Adm.	1400.00	Personnel Action	1/1/07

**CONTRACT WITH HUMAN RESOURCE SERVICES INC. NORTHWEST -  
UNEMPLOYMENT COMPENSATION MANAGEMENT SERVICES**

By unanimous motion, as presented and recommended by Larry Larson, the Board approved a Contract between Island County and Human Resource Services Inc. Northwest for unemployment compensation management services, in the amount of \$1,430 (RM-HR-06-0147).

**WSAC FINANCIAL SERVICES CORPORATION INMATE CLAIMS ADMINISTRATION  
PROGRAM ENROLLMENT FORM**

The Board by unanimous motion approved Washington State Association of Counties (WSAC) Financial Services Corporation Inmate Claims Administration Program Enrollment Form entitling the County to participate in the program.

**SPECIAL OCCASION LIQUOR LICENSES APPROVED**

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The following Special Occasion Liquor License Applications were approved by unanimous motion of the Board, after receiving recommendations of approval from the Island County Sheriff and the Health Department:

Special Occasion Liquor License #091224 by Camano Island Yacht Club, February 17, 2007 from 5:30 p.m. to 9:00 p.m. at the Camano Island Yacht Club, 129 N. Sunset Drive, Camano Island, WA

Ratified Chairman's administrative approval 1/19/07 of Special Occasion Liquor License by American Legion Post 92 for January 21, 2007 from 11:00 a.m. to 3:30 p.m. Camano Community Senior Center, Camano Island.

**STAFF SESSION SCHEDULE ISSUED FOR FEBRUARY**

By unanimous motion, the Board approved the February, 2007 Staff Session schedule, outlining regular staff sessions scheduled for February 7 and 21 beginning at 9:00 a.m.

**VOLUNTEERS OF AMERICA WESTERN WASHINGTON FOR OPERATION OF  
DISPUTE RESOLUTION CENTER**

The Board by unanimous motion approved a Contract with Volunteers of America Western Washington for operation of the Dispute Resolution Center, with the contract amount for reimbursement of eligible costs not to exceed actual surcharges received pursuant to Ordinance #C-149-92 (RM-GSA-07-0003).

**CONTRACT WITH BOART LONGYEAR COMPANY FOR INSTALLATION OF  
MONITORING NETWORK WELLS**

Pursuant to the recommendation of Tim L. McDonald, Health Services Director, by memorandum dated January 17, 2007, the Board by unanimous motion approved Contract #HD-02-07 with Boart Longyear Company for installation of monitoring network wells, in the amount of \$179,659.95 (RM-HLTH-06-0119).

**CONTRACT WITH PORTER GROUP LLC FOR SERVICES PERFORMED BY REX  
PORTER TO CARRY OUT DUTIES OF THE ISLAND COUNTY MARINE RESOURCES  
COMMITTEE EXECUTIVE DIRECTOR**

By unanimous motion, the Board approved a Contract with Porter Group LLC for services performed by Rex Porter to carry out duties of the Island County Marine Resources Committee Executive Director, in the amount of \$12,240 (RM-WSU-07-0006).

**REVIEW MONTHLY FINANCIAL REPORTS FROM AUDITOR AND TREASURER**

**Auditor**

Anne LaCour, Chief Deputy Auditor, submitted a copy of the Island County Auditor's written Revenue and Expenditure report for the period ending December 31, 2006, the target percentage 100%. Current Expense revenue is a little over while expenditures are slightly under 100%. The Sheriff's Department expenditures are a little above the 100% target which has to do with fuel costs, special assignment wages year to date and operating supplies.

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**Treasurer**

Lois Rusher, Chief Deputy Treasurer, provided the written Island County Treasurer's Report for Cash Revenue/Budget - Current Expense, for the period ending December 31, 2006. Ms. Rusher confirmed that revenues remained pretty much on target, and those items less than projected basically had to do with grants yet to be received. She pointed out under miscellaneous revenue dollars that had been received back from the State from unclaimed property. *[reports are on file with the Clerk of the Board]*

**CERTIFICATION OF 2007 ROAD LEVY & ESTIMATED REVENUE PRODUCED**

The Board by unanimous motion authorized Chairman Shelton's signature on the Certification of 2007 Road Levy & Estimated Revenue Produced – County Road Administration Board (CRAB) once the form is completed with figures provided by the appropriate County officials.

**SUPPLEMENTAL AGREEMENTS APPROVED**

On recommendation of Bill Oakes, Public Works Director, the Board by unanimous motion approved the following Supplemental Agreements:

- Supplemental Agreement No. 1 – PW-0620-101(A) between Island County and Herman Traffic Engineering, Ault Field Road/Oak Harbor Road Intersection Improvements, Architectural/Engineering Agreement, revising completion date to April 27, 2007.
- Supplemental Agreement No. 2 – PW-0220-25(B) between Island County and Aziz Engineering Company, On-Call Geotechnical Engineering Services, revising completion date to March 31, 2007.

*[Pulled from today's agenda, to be re-scheduled in the future: Supplemental Agreement No. 1 – PW-0620-128; Island County and South Whidbey Commons, Inc.; revision to services and time of performance]*

**POLICY - MOTORIST INFORMATION SIGNS (MIS) & TOURIST ORIENTED  
DIRECTION SIGNS (TODS)**

As presented by Mr. Oakes, the Board by unanimous motion approved a policy with regard to Motorist Information Signs (MIS) & Tourist Oriented Direction Signs (TODS), defining Island County procedures related to follow-through signs for MIS and TODs located or to be located on the state highway.

**PERMANENT DRAINAGE EASEMENTS APPROVED – GREENBANK DRIVE  
OUTFALL**

The following Permanent Drainage Easements associated with the Greenbank Drive Outfall project under Work Order 324 were approved by unanimous motion of the Board:

Permanent Drainage Easement – PW-0620-115 between Island County and Greenbank Estates, Divisions #1 & #2, Community Association, Inc., Parcel S7045-00-0000A.

Permanent Drainage Easement – PW-0620-115 between Island County and Point Whidbey Properties, LLC, Parcel S7045-00-03003-0.

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**AMENDMENT C - PW-0620-100 - WASHINGTON STATE DEPARTMENT OF  
COMMUNITY TRADE & ECONOMIC DEVELOPMENT (CTED)**

The Board by unanimous motion approved Amendment C - PW-0620-100 between Island County and Washington State Department of Community Trade & Economic Development (CTED), Contract 02-64002-043, for a time extension to January 31, 2008, South Whidbey Commons.

**PURCHASE ORDER #7222 - GENERATOR FOR THE SOUTH WHIDBEY SHERIFF'S  
PRECINCT**

The Board by unanimous motion approved Purchase Order #7222 for the purchase of a generator for South Whidbey Sheriff's Precinct, from Jerry Beck & Company, Inc., in the amount of \$7,775.23 (including SST).

**RESOLUTION #C-6-07 (PLG-005-07) - COMBINING THE CAMALOCH  
EVERGREEN ACRES WATER SYSTEM SERVICE AREA AND THE CAMANO PLAZA  
WATER SYSTEM SERVICE AREAS AND INCORPORATING THE AMENDMENT  
INTO THE ISLAND COUNTY COORDINATED WATER SYSTEM PLAN**

Jeff Tate, Assistant Director, Planning & Community Development Department, discussed proposed Resolution #C-6-07 (PLG-005-07) in the matter of combining the Camaloch Evergreen Acres Water System Service Area and the Camano Plaza Water System Service Areas and incorporating the amendment into the Island County Coordinated Water System Plan [CWSP]. Because the scanned image of the map attached as Exhibit A was not of good quality, Mr. Tate provided another map to replace that exhibit. There are no expansions or reductions in service area proposed. Camaloch Evergreen Acres Water System is taking over Camano Plaza Water System, combining the two service areas, both served by the same well. The State Department of Health in reviewing Camaloch Evergreen Acres Water System update required that the County take action to formalize the service area through the CWSP and legislative process. Staff reviewed the proposal and found the combination of service areas consistent with the goals and policies of the Island County CWSP.

By unanimous motion, the Board approved Resolution #C-6-07 (PLG-005-07) In the matter combining the Camaloch Evergreen Acres Water System Service Area and the Camano Plaza Water System Service Areas and incorporating the amendment into the Island County Coordinated Water System Plan. *[Resolution #C-6-07 on file with the Clerk of the Board]*

**RESOLUTION #C-7-07 (PLG-006-07) - EXPANDING AND CORRECTING THE  
CAMANO CITY WATER SYSTEM SERVICE AREA AND INCORPORATING THE  
CAMANO CITY WATER SYSTEM SERVICE AREA BOUNDARY INTO THE ISLAND  
COUNTY COORDINATED WATER SYSTEM PLAN**

Mr. Tate presented and discussed proposed Resolution #C-7-07 (PLG-006-07) In the matter of expanding and correcting the Camano City Water System Service Area and incorporating the Camano City Water System Service Area boundary into the Island County Coordinated Water System Plan. In this case, Exhibit A shows the service area boundary proposed. There are some old lots within Camano City Community Club that have historically been on individual wells which today would not be approved. A number of those residents connected to Camano City Water System. The expansion of

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this service area is more of an in-filling and is viewed as a positive action from the perspective of the CWSP which seeks to utilize water resources more efficiently.

By unanimous motion, the Board approved Resolution #C-7-07 (PLG-006-07) In the matter of expanding and correcting the Camano City Water System Service Area and incorporating the Camano City Water System Service Area boundary into the Island County Coordinated Water System Plan. *[Resolution #C-7-07 on file with the Clerk of the Board]*

**RESOLUTION #C-8-07 (PLG-007-07) - INCORPORATING THE EXISTING GROSS LAKE RIDGE WATER SYSTEM SERVICE AREA BOUNDARY INTO THE ISLAND COUNTY COORDINATED WATER SYSTEM PLAN, AMENDING THE GOSS LAKE RIDGE ACRES WATER SYSTEM SERVICE AREA**

Resolution #C-8-07 (PLG-007-07) In the matter of Incorporating The Existing Gross Lake Ridge Water System Service Area Boundary into the Island County Coordinated Water System Plan, amending the Goss Lake Ridge Acres water system service area was presented for the Board's consideration and approval by Mr. Tate. This particular amendment and resolution recognizes the water system that serves the Plat of Goss Lake Ridge, which was not previously incorporated into the CWSP when the Plan was adopted in 1990. After review, staff the proposal consistent with the goals and policies of the CWSP.

By unanimous motion, the Board approved Resolution #C-8-07 (PLG-007-07) In the matter of Incorporating The Existing Gross Lake Ridge Water System Service Area Boundary into the Island County Coordinated Water System Plan, amending the Goss Lake Ridge Acres water system service area. *[Resolution #C-8-07 on file with the Clerk of the Board]*

*[Pulled from today's agenda – to be rescheduled: Resolution PLG-004-07 - Amending Camano Hills Water Company Service Area]*

**EXECUTIVE SESSION**

Chairman Shelton announced the Board would meet in Executive Session at 3:00 p.m. under provisions of R.C.W. 42.30.110 (1) (i) to discuss potential litigation. He estimated the session would last approximately 30 to 45 minutes, and did not expect an announcement afterwards in open public session. The Executive Session was held in Room #215 of the County Administration Building, 1 N. E. 7<sup>th</sup> Street, Coupeville, Wa.

There being no further business to come before the Board, the meeting adjourned at 3:45 p.m. after completion of the Executive Session. The next regular meeting of the Board will be held on February 5, 2007, beginning at 9:30 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Mike Shelton, Chairman

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Wm. L. McDowell, Member

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John Dean, Member

ATTEST:

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Elaine Marlow  
Clerk of the Board