

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
OCTOBER 22, 2007 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on October 22, 2007 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, Washington. Other topics for the Regular Session followed at 1:30 p.m. as shown on the agenda. Wm. L. McDowell, Chairman, John Dean, Member, and Phillip Bakke, Member were present.

**ROUNDTABLE WITH ISLAND COUNTY
ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS**

Elected Officials and Appointed Department Heads Attending:

Phil Bakke	Sharon Franzen	Mac McDowell	Dan Sherk
Greg Banks	Betty Kemp	Don Meehan	Suzanne Sinclair
Robert Bishop	Larry Larson	Mike Merringer	
Mark Brown	Elaine Marlow	Bill Oakes	
John Dean	Tim McDonald	Linda Riffe	

Also Present:

Judy Feldman
Vickie Chambers

Presentation

Judy Feldman, 4-H Program Coordinator for WSU and one who conducts citizenship training for adults and teens on a volunteer basis presented the idea of holding a campus-wide open house for the citizens of Island County during the holiday season. This is an event typically held by WSU but having a campus-wide open house this year instead of just one held by WSU would afford the public an opportunity to learn more about and access the County's available resources. Departments could participate by having doors open to the public or merely placing a sign on the door explaining the Department's primary functions and the situations in which one might need those resources. A tentative date is scheduled for December 14, 2007 between 12 and 4:30 p.m. Signage and maps will be placed around the campus. Don Meehan asked Departments to send him an e-mail if wish to be included in the news release.

Key Policy

Dan Sherk, Maintenance/Facilities Director said if the County decides to go with a new key card reader system he suggests a single card reader at one door of every building. Cards would be issued and if lost, or the employee is no longer employed, simply can erase the card from the system. Requested \$50,000 in 2008 REET for the system. Mr. Sherk estimates \$6,000-\$8,000 per reader. Limited number of actual keys will be issued in the event of a power outage. Bring any suggestions or ideas to a staff session.

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Evacuation Exercise

Betty Kemp, General Services Director, explained that the County is long overdue for a building evacuation plan. Department Heads and Elected Officials were asked to review the hand-out she provided, “Building Warden, Job Assignments-Duties” and make suggestions. Drills are planned for late November beginning first with the Administration Building. Thereafter, at unspecified times, drills will occur in the Annex Building, JCS, then Law and Justice, respectively. It was agreed:

- For the exercise to be productive it must be random and not planned;
- Personnel rosters should be placed at every exit door;
- Hand-out should include escape routes;
- Someone should be assigned to each entryway to assure evacuation of the public.

Ms. Kemp asked that questions or concerns be e-mailed to Vickie Chambers or herself.

General Roundtable Discussion

Auditor: Elections are taking place.

Extension: Country Living Workshop Saturday, October 27, 2007.

Health: Flu shots are now available through various sources. If covered by Medicare, Medicaid or Group Health the Health Department will bill Group Health directly then bill for the co-pay.

Human Resources: Hand-out: “New Leave Transfer Form.” The form will help assure that the recipient has exhausted leave. Not a change in policy.

Juvenile Court: Money available through an expansion grant so looking at potential of hiring two part-time positions: one for FFT (Functional Family Therapy) and the other COS (Coordination of Services), hopefully late November. Will attend security training with the Sheriff along with personnel from the Clerk’s Office November 6, offered by the U.S. Marshal. November 8 will sponsor Protection Order Workshop for Sheriff, Clerk, CADA, and other law enforcement agencies in the County.

Maintenance/Facilities: As an update on the Administration Building air quality issue, the Board approved the next phase of trying to resolve the problem hopefully in a month or so.

Prosecutor: The toxicology lab issue is affecting DUI cases around the state causing a backlog locally in District Court. Those cases will be held in limbo until the matter is ultimately decided by the Supreme Court.

Public Works: A reminder that it is now winter storm season so remember enough “food, fuel, and water” for a week or two.

Superior Court: There are two individuals running for Judge in San Juan, hoping to announce decision either in late October or early November to allow the successful applicant time for transition.

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Treasurer: It is now tax season and very busy in the office. Many on-line tax payments being received which is early.

Roundtable adjourned at 11:38 a.m. The next Roundtable is scheduled for November 26, 2007 at 11:00 a.m.

The Board of Island County Commissioners (including Diking Improvement District #4) met at 1:30 p.m. to consider items contained on the agenda. The meeting opened with the Pledge of Allegiance.

ELECTRONIC FUND TRANSFERS, VOUCHERS, PAYMENT OF BILLS, PAYROLL

By unanimous motion, the Board approved the Electronic Fund Transfers, payroll dated October 15, 2007 and the following vouchers/warrants:

Voucher (War.) # 273574-27382	\$249,016.42
Electronic Fund Transfers	\$ 43,753.51

HIRING REQUESTS & PERSONNEL ACTIONS

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

<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Public Works	118/07	Engineer	2502.00	Personnel Action	10/15/07

MONTHLY FINANCIAL REPORTS

Auditor

Suzanne Sinclair submitted the Auditor's written revenue and expenditures reports for the period ending September 30, 2007. For the year thus far at about 75%. Received \$105,771 year-to-date for Low Income Housing Surcharge which is 151% of the revised budget and \$19,674 for Historical Preservation Fees in investment interest.

Treasurer

Linda Riffe submitted the Treasurer's written financial report for the period ending September 30, 2007 adding the following comments:

- Telecommunications: \$10,000 received in 2006 was a one-time rebate payment and will not be received again this year.
- Service Fees: Revenue increase due to photocopy fees, NSF fees, Stop Payments, and LID fees.

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- Property Tax Prior: Property tax collection for prior years increased, thus reducing the number of delinquent property tax accounts. This also had the effect of reducing “Interest and Penalties.”
- Payment in Lieu of Taxes: This is a pro-rata payment for federally owned entitlement land. We receive payment from the Department of Interior/Bureau of Land Management. The amount received is dependent on federally shared revenues.
- Sales and Use Tax: Increase of \$402,733.04 in 2007 over 2006 in sales and use tax revenue.
- Excise Tax – Leasehold: County will receive one more payment at the end of December.
- Liquor Profits: County will receive one more payment at the end of December.
- Projections on interest rates – indicators are for continued softening of the market through 2008 and possibly early 2009.

APPROVAL OF NOVEMBER STAFF SESSION AGENDA

By unanimous motion the Board approved the Staff Session Agenda for November 2007 with Regular Sessions scheduled on November 7 and November 21.

**RESOLUTION C-108-07 IN THE MATTER OF INTENT TO PARTICIPATE IN
CONSOLIDATED CONTRACT - JUVENILE SERVICES FOR THE 2007-2009 BIENNIUM**

By unanimous motion the Board approved Resolution C-108-07 in the Matter of Intent to Participate in Consolidated Contract – Juvenile Services for the 2007-2009 Biennium for the purposes of participating in a community corrections program

APPOINTMENT OF INSURANCE BROKER OF RECORD

The Board by unanimous motion appointed Mike Croke and Arthur J. Gallagher Risk Management Services, Inc. as Island County’s “Broker of Record.” The appointment of Mike Croke and Arthur J. Gallagher Risk Management Services, Inc. rescinds all previous appointments and authority therein remains in full force and effect until cancelled in writing.

CLAIM FOR DAMAGES R07-031 CD – WM. H. SIEVERS

As recommended by Ms. Kemp in a memorandum dated October 22, 2007, the Board unanimously approved Claim for Damages R07-031 CD submitted by Wm. H. Sievers in the amount of \$1,903.61 for damage he sustained when, during a tar and graveling project on Possession Point Road, his tires were ruined due to oil and gravel embedded in the tread of the tires. The recommended approval of the claim is based on the report from Public Works and verification of the facts reported on the claim.

HEALTH DEPARTMENT

As recommended by Tim McDonald, Health Services Director, by memorandum dated October 17, 2007, the Board unanimously approved the following Resolution and contracts:

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Resolution C-109-07 In the Matter of Complying with the Department of Community, Trade and Economic Development Grant Application Requirements Related to the Camano Island Community Health Facility. William E. Oakes, Public Works Director, is designated as the authorized representative to act in all official matters in connection with this application and the County's participation in the State's CDBG Program. *[Resolution on file with the Clerk of the Board]*

Contract with South Whidbey School District No. 206 for Substance Abuse Prevention. The contract provides funding for the Learning and Community Engagement Program (LACEP) for South Whidbey School District at-risk secondary students. Contract No. HS-06-07; Contract Amount: \$25,000 *(RM-HLTH-07-0114)*

Contract with Washington Vocational Services for Individual Supported Employment for Developmental Disabilities program. Contract No. HS-10-07; Contract Amount: \$50,988 *(RM-HLTH-07-0118)*

Contract with United General Hospital/Skagit County for Tobacco Prevention. The contract will conduct the required SYNAR Tobacco Retailer Compliance Checks and 50 additional non-SYNAR random sample compliance checks in Island County. Contract No. HS-07-07; Contract Amount: \$3,170 *(RM-HLTH-07-0115)*

Contract with Toddler Learning Center for Developmental Disabilities services. Contract to provide Child Development Program in Island County. Contract No. HS-08-07; Contract Amount: \$166,532 *(RM-HLTH-07-0116)*

Contract with Big Brothers/Big Sisters of Island County for Substance Abuse Prevention. Contract to provide one-to-one mentorship and educational activities to help build alcohol, tobacco and drug resistance among Island County youth. Contract No. HS-05-07; Contract Amount: \$25,000 *(RM-HLTH-07-0113)*

Contract with Service Alternatives for Developmental Disabilities program. Contract to provide Person-to-Person Program. Contract No. HS-09-07; Contract Amount: \$46,908 *(RM-HLTH-07-0117)*

Contract with Island Employment Services for Developmental Disabilities program. Contract to provide Individual Supported Employment Program. Contract No. HS-11-07; Contract Amount: \$112,728 *(RM-HLTH-07-0119)*

Memorandum of Understanding between Island County Health Department and Island County Department of Juvenile and Family Court Services. MOU to provide funding for a Drug Court Coordinator for the coordination and administration of the Adult Drug Court program. Contract No. HS-02-07-MOU; Contract Amount: \$63,490 *(RM-HLTH-07-0110)*

Contract with Compass Health for HIV/AIDS Case Management. Contract provides continued funding for HIV/AIDS case management services in Island County. Contract No. HD-35-07; Contract Amount: \$18,000 *(RM-HLTH-99-0044)*

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SERVICES PURCHASE ORDER WITH CHUGACH INDUSTRIES

The Board by unanimous motion approved a Services Purchase Order with Chugach Industries to have the Island County Health Department provide Hepatitis A and B vaccinations to selected Chugach staff.

Purchase Order No. S072446; Purchase Order Amount: Not to Exceed \$3,000 – Island County is recipient of funding. *[RM-HLTH-07-0185]*

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:

Special Occasion Liquor License No. 091224 from the Camano Island Yacht Club for a special occasion to be held on November 17, 2007 from 5:30 p.m. to 9:00 p.m. at the Camano Island Yacht Club, 129 N Sunset Dr., Camano Island, WA

PUBLIC WORKS

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

ROADS

Agreement with Sensible Services, Inc. for Maintenance and Inspection Service of Traffic Signals. Contract Amount: \$20,000 *[PW-0720-84]*

Contract and Contract Bond with Larry Brown Construction, Inc. for a Storm Drain Conveyance System on Camano Island. Work Order No. 321; Contract Amount: \$65,284 *[PW-0720-104]*

On-Call Consultant Agreement with Fakkema and Kingma for Surveying and Engineering Services; Contract Amount: \$300,000; Expires: March 31, 2011. *[PW-0720-93]*

Consultant Agreement with H.W. Lochner, Inc. for the Transportation Plan Update. Contract Amount: \$185,960; Expires: September 30, 2008 *[PW-0720-100]*

Request to Vacate County Road Right-of-Way – Richard Nord of RGN Construction, LLC, Petitioner, is requesting the County vacate the alley way located in the Plat of Utsalady, Block 2, Sec. 19, Twp 32N, R 3E.. Referred back to County Engineer for processing.

EXECUTIVE SESSION ANNOUNCED

Chairman McDowell announced that the Board would recess then meet in Executive Session at 2:45 p.m. under the provision of RCW 42.30.110(1)(i) to discuss with legal counsel potential/pending litigation. He estimated the session would last approximately 45 minutes and did not expect an

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announcement afterwards in open public session. The Executive Session would be held in the Board of County Commissioners Hearing Room (Room # 102B – basement), County Annex Building, 1 N.E. 6th Street, Coupeville, Washington.

2008 BUDGET WORKSHOP

The Board reconvened in Budget Workshop at 3:30 p.m. at which time the Chairman noted for the record that there is no announcement following Executive Session.

Review of Revenue and Expenditure Estimates with Budget Director

2008 Workshop Supplemental Budget Requests

Hand-outs received at Special Session this morning, ready for the Board's review, discussion, and approval. With the information that the new available amount is \$450,000, the Board reviewed the requested items and reached the following tentative majority agreement:

CURRENT EXPENSE:

Auditor

APPROVED: .5 FTE Elections seasonal.

Budget Director

APPROVED: Re-evaluate Administrative Assistant position; Funding to attend Washington Counties Association Admin meetings.

Clerk

APPROVED: Partial increase to Deputy Clerk position from .5 FTE to .75 FTE, will consider bringing to full time once Therapeutic Court begins.

DENIED: Additional Deputy Clerk.

Commissioners/Camano Annex

APPROVED: Increase for extra help.

District Court

APPROVED: One full-time Deputy Clerk; Video conference equipment in Courtroom I.

GSA – Dog Control

CASA/Camano Animal Shelter/Whidbey Animal Control/Camano Animal Control

APPROVED: 5% across the board including WAIF.

GSA – Emergency Management

APPROVED: PAQ for Deputy Director and Planner positions; mandated training.

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GSA - Parks

APPROVED: M&O increase of \$4,500.

DENIED: 1.0 FTE Parks Technician. Will review in 2008 following the hiring of a Parks Superintendent.

Human Resources

APPROVED: Re-evaluate Administrative Assistant position.

DENIED: Transfer Civil Service Secretary position to be supervised by HR.

Juvenile Court Services/CASA Program

APPROVED: Increase coordinator from .5 FTE to 1.0 FTE.

Planning & Community Development

APPROVED: Outreach for Critical Area Adoption.

DENIED: Permit tracking set aside for future decision once number is known.

Prosecuting Attorney

APPROVED: DPA 13 to DPA 14.

Senior Services

Senior Services of Island County/Oak Harbor Senior Programs/Camano Senior Services

APPROVED: 10% increase across the board.

FOLLOW-UP: Will review numbers for Senior Services of Island County at mid-year with appointment of new director.

Sheriff

APPROVED: 1 patrol deputy; increase to jail overtime budget.

DENIED: 2 corrections officers; increase civil records clerk from .4 FTE to 1.0 FTE.

WSU Extension Services

APPROVED: Transfer Hydrogeology program to Public Health and increase fund to cover deficit.

ON-SITE SEPTAGE PROGRAM

DENIED: Additional funding for Extension Services.

OTHER FUNDS:**REET 1**

APPROVED: Increased funding for Fairground repairs.

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There being no further business to come before the Board the meeting adjourned at 4:30 p.m. following budget workshop. The Board continued the Budget Workshop to a Special Session on October 24, 2007 at 2:00 p.m. with Regular Session convening again on November 5, 2007 at 9:30 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Wm. L. McDowell, Chairman

John Dean, Member

Phillip Bakke, Member

ATTEST:

Elaine Marlow, Clerk of the Board