

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 24, 2007 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on September 24, 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 and John Dean, Member were present. Commissioner Phillip Bakke was absent.

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

Elected Officials and Appointed Department Heads Attending:

Greg Banks	Betty Kemp	Tim McDonald	Dan Sherk
Cathy Caryl	Larry Larson	Mac McDowell	Suzanne Sinclair
John Dean	Elaine Marlow	Bill Oakes	
Sharon Franzen	Dave Mattens	Linda Riffe	

Others:

Diane Kendy

Presentation

Cathy Caryl, Central Services Director, discussed the County Wide IT Strategic Plan. Moss Adams, a consulting group currently helping with review of the accounting system, will be conducting a departmental assessment. The assessment is an addendum to the contract with Moss Adams to make sure that the County's IT infrastructure is capable of handling the incoming accounting system. Moss Adams will:

- Look at all of the applications within the County;
- Circulate a questionnaire to the departments to assess IT needs;
- Conduct interviews of the larger departments;
- Review functions of technology within Central Services such as help desk, network administration, desktop assistants, networking infrastructure, assessment of employees and function in the department;
- Answer the question whether Central Services has an IT department that can handle the new technology.

Thereafter, Moss Adams will:

- Prepare a Strategic Technology Plan for next four years (standard time frame);
- Provide a recommendation of how the County is working now versus how it should be working in the future;
- Provide vision and mission statements;
- Review prospective projects and existing budgets for those projects;

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- Prioritize any future needs;
- Review internet presence;
- Review staffing levels in Central Services and service capabilities;
- Review County-wide departmental systems already in place; specifically, permit tracking, GIS, assessment taxation, etc.

Moss Adams will be looking at more of a centralized county GIS system and will not review the GIS system as it concerns road design. That is being handled through Public Works and a different consultant.

General Roundtable Discussion

Assessor: Continue to make good progress with the backlog, going from high of 660 segregations in March to 499 in August. Change of Value Notices timely went out on August 31 and responses have been moderate. Assessor's office has received 22 petitions and BOE does not expect more than 200-300 as an estimate. Fully re-staffed with appraiser trainee.

Auditor: Reminder of Exit Conference August 28. Ongoing participation with the CTED Committee on County Governments continuing through October. General election ballots will be mailed about October 19.

Budget Director: Steering Committee visited the Everett School District and the City of Kirkland to view the Sungard Bitech Accounting/HP System. Both entities are happy with Sungard. The Steering Committee is unanimous in its support of Sungard Bitech so the next step is for the Committee to develop a budget and make a formal recommendation to the Board, hopefully at the second staff session in October. Discussion now is which modules to recommend the Board purchase, how to phase it in, and how it fits into the assessment report prepared by Moss Adams. Taking into consideration what the Committee has yet to accomplish, the estimated implementation is two years.

Commissioners:

- Exit conference with State Auditor September 28 at 10:00 a.m.
- Discussion about the possibility of hosting a campus-wide open house December 14. It was agreed that Judy Feldman, who conducts citizenship training for adults and teens on a volunteer basis, will attend the October roundtable to provide further details.

Facilities/Maintenance: Suggested changing key policy wherein departments would be responsible for re-keying depending on the degree of the event. By doing so the burden would be on the department head to watch and make sure that all keys are accounted for. Mr. Sherk believes the issue should be revisited as to the key control policy, whether the current policy is correct as to procedure, and requested that ideas on the subject be sent to him so he can compile those ideas and present those at a staff session for discussion and consideration. Unknown cost of key replacement because in some circumstances the cost would be County-wide with offices on both Whidbey and Camano. Security is the issue in Mr. Sherk's opinion, not the re-keying or cost.

Suggestion: Look into possibility of key cards/badge or cyber locks and eliminate entry by key.

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Prosecutor: Office is fully staffed with the hire of a new deputy prosecutor assigned to the District Court misdemeanor unit. Patrick McKenna promoted from the misdemeanor unit to felonies.

Public Works: Consider “food, fuel, and water” when thinking about the approaching winter and on Whidbey, plan for seven days.

Roundtable adjourned at 11:45 a.m. The next Roundtable is scheduled for October 22, 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. By unanimous motion the Board approved the minutes from the September 5, 2007 Special Session and September 10, 2007 Regular Session.

ELECTRONIC FUND TRANSFERS, VOUCHERS, AND PAYMENT OF BILLS

The Board by unanimous motion approved the Electronic Fund Transfers and, with the exception of voucher #s 7530444 and 7530446, the following vouchers/warrants:

Vouchers (War) #s 271628-271896	\$931,615.50
Electronic Fund Transfers	\$320,162.97

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	110/07	Truck Driver I, Oak Harbor	2242.02	Replacement	09/24/07
Assessor Development	111/07	Appraiser Trainee	109.02	Replacement	10/01/07
Juvenile Court Services	112/07	Juvenile Detention Officer, .5 fte	1407.12	Replacement	10/01/07
	113/07	Juvenile Detention Officer	1407.07	Replacement	10/10/07
Planning & Community Development	114/07	Assistant Planner	1708.05	Replacement	09/24/07

MONTHLY FINANCIAL REPORTS

Auditor

Suzanne Sinclair submitted the Auditor’s written revenue and expenditures reports for the period ending August 31, 2007. For the benefit of the Board Ms. Sinclair gave a couple of general, explanatory

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comments about the structure of the report. She further answered for the Board questions concerning the Current Expense Expenditures for the Sheriff and Public Defender. The Budget Director provided an additional response.

Treasurer

Linda Riffe submitted the Treasurer's written financial report for the period ending August 31, 2007 adding the following comments:

- The \$10,000 received in 2006 for telecommunications was a one time rebate payment and will not be received again this year.
- Revenue increase in Service Fees due to photocopy, NSF, Stop Payments, and LID fees.
- Property tax collection for prior years increased, thus reducing the number of delinquent property tax accounts. Also had the effect of reducing interest and penalties.
- Payment in Lieu of Taxes is a pro-rata payment for federally-owned entitlement land. Payment is received from the Department of Interior/Bureau of Land Management and the amount received is dependent on federally-shared revenues.
- There is an increase in sales and use tax revenue of \$334,092.34 in 2007 over 2006.
- Will receive two more excise tax-leasehold payments: one at the end of September and another in December.
- Will receive two more liquor profit payments: one at the end of September and another in December.

**HEARING HELD: ORDINANCE C-95-07 AMENDMENT OF EFFECTIVE DATE OF
ORDINANCE ESTABLISHING SALES AND USE TAX TO FINANCE CHEMICAL
DEPENDENCY OR MENTAL HEALTH TREATMENT SERVICES AND THERAPEUTIC
COURTS**

At 1:55 p.m. as scheduled, Chairman McDowell opened a Public Hearing to consider Ordinance C-95-07 Amendment of Effective Date of Ordinance Establishing Sales and Use Tax to Finance Chemical Dependency or Mental Health Treatment Services and Therapeutic Courts.

Greg Banks, Prosecuting Attorney, explained that the Board earlier adopted an ordinance approving the mental health sales tax in Island County but due to a drafting error, the effective date on the earlier ordinance was incorrect. The amendment before the Board modifies the effective date to January 1 or "75 days after the Department of Revenue receives notice of the passage of the Ordinance, but in no event on any day other than the first day of January, April, July, or October."

There being no public comment either in support of or in opposition to the ordinance, the Board by unanimous motion approved for adoption Ordinance C-95-07 Amendment of Effective Date of Ordinance Establishing Sales and Use Tax to Finance Chemical Dependency or Mental Health

Treatment Services and Therapeutic Courts with an effective date of January 1, 2008. *[Ordinance on file with the Clerk of the Board]*

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APPROVAL OF OCTOBER STAFF SESSION AGENDA

By unanimous motion the Board approved the Staff Session Agenda for October, 2007 with Regular Sessions scheduled on October 3 and October 17, 2007.

PSIC HOMELAND SECURITY GRANT APPLICATION

The Board by unanimous motion approved for the Chairman's signature the PSIC Homeland Security Grant Application.

LETTER TO PUGET SOUND PARTNERSHIP

By unanimous motion the Board approved a letter to the Puget Sound Partnership recommending that Jeff Tate, Director of Planning & Community Development, be appointed to the Ecosystem Coordination Board. *[Letter on file with the Clerk of the Board]*

AMENDMENT NO. 1 TO DEARBORN AND MOSS AGREEMENT FOR LEGAL AND CONSULTING SERVICES

By unanimous motion the Board approved Amendment No. 1 to the Dearborn and Moss Agreement for Legal and Consulting Services in an amount of \$30,000.00.

RESOLUTION C-100-07 SHOWING SUPPORT OF A UNIVERSITY OF WASHINGTON CAMPUS IN NORTHERN SNOHOMISH COUNTY

The Board by unanimous motion approved Resolution C-100-07 Showing Support of a University of Washington Campus in Northern Snohomish County. *[Resolution on file with the Clerk of the Board]*

AMENDMENT NO. 2 TO CONTRACT WITH MOSS ADAMS

The Board by unanimous motion approved Amendment No. 2 to a Contract with Moss Adams LLP for IT Department Assessment and Strategic Technology Planning. Amendment Amount: \$53,295.00; Total Contract Amount: \$112,545.00 *(RM-BUD-06-118)*

LETTER OF COMMITMENT TO WASHINGTON STATE UNIVERSITY FOR GRANT FUNDS

By unanimous motion the Board approved a Letter of Commitment to Washington State University to accept \$16,000.00 in grant funds for coordination of the Island County Shore Stewards program through a two year period. *[Letter on file with the Clerk of the Board]*

CONTRACT COLLECTION AGREEMENTS

By unanimous motion the Board approved the following Contract Collection Agreements:

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Contract Collection Agreement with Whidbey Island Bank for Promissory Note and Deed of Trust between Island County Water Quality (Sellers) and Robert and Michael Olsen (Buyers) on which the unpaid balance of principal is \$12,172.16.

Contract Collection Agreement with Whidbey Island Bank for Promissory Note and Deed of Trust between Island County Water Quality (Sellers) and Mary Janet Kohlwes Witsoe (Buyer) on which the unpaid balance of principal is \$21,858.48.

JUVENILE COURT SERVICES

The Board by unanimous motion approved the following amendments to existing contracts with Juvenile Court Services:

Amendment No. 2 to Contract with Washington State Department of Social and Health Services Juvenile Rehabilitation for Juvenile Accountability Block Grant; Contract No. 0663-99171; Amendment No. 0663-99171-02; Amendment Amount: \$10,000.00; Total Contract Amount: \$20,000.00 (*RM-06-102-02*)

Amendment No. 1 to Contract with Consolidated Food Management, Inc. changing the term of the agreement for food service at the Island County Juvenile Detention Center. (*RM-JUV-06-0083-1-1*)

**INTERLOCAL AGREEMENT WITH WASHINGTON STATE DEPARTMENT OF
CORRECTIONS**

The Board by unanimous motion approved an Interlocal Agreement with Washington State Department of Corrections to allow the Department of Corrections to place Community Corrections Officers at the South Whidbey Precinct. Contract No. COCO7305.

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:

Special Occasion Liquor License No. 091224 from Camano Island Yacht Club for a special occasion to be held on October 20, 2007 from 5:30 p.m. to 9:00 p.m. at the Camano Island Yacht Club, 129 N Sunset Dr., Camano Island, WA

Special Occasion Liquor License No. 363790 from Greenbank Farm Management Group for a special occasion to be held October 13, 2007 from 10:00 a.m. to 9:00 p.m. at the Greenbank Farms, 765 Wonn Rd., Greenbank, WA

Special Occasion Liquor License No. 092361 from Friends of Friends for a special occasion to be held on September 29, 2007 from 7:00 p.m. to 10:00 p.m. at the Freeland Hall, Shoreview Drive, Freeland, WA

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**HEARING HELD: IN THE MATTER OF THE PETITION OF NIEL MOELLER FOR A
FINAL ORDER OF VACATION OF A PORTION OF COUNTY ROAD RIGHT-OF-WAY
KNOWN AS SHORE MEADOW ROAD – RESOLUTION NO. C-89-07/R-36-07**

At 2:15 p.m. as scheduled, Chairman McDowell opened a Public Hearing, continued from September 17, 2007, to consider a Petition of Niel Moeller for a Final Order of Vacation of a Portion of County Road Right-of-Way Known as Shore Meadow Road located in Sec. 9, Twp. 29N, R 2E on Whidbey Island.

Bill Oakes, Public Works Director, explained that the earlier Public Hearing was continued from September 17 due to a question about the assessed value of Mr. Moeller's property. Public Works has since reviewed the value with Mr. Moeller and is in agreement that because of his lower assessed value, he will pay a reduced fee as reflected in the Final Order of Vacation. After a \$500.00 deposit, Mr. Moeller will pay \$3,448.55. Mr. Oakes recommends that the Board approve the Final Order of Vacation.

Public comment having been closed, the Board by unanimous motion approved Resolution C-89-07/R-36-07 issuing a Final Order of Vacation and declaring the intent to vacate a portion of County road right-of-way known as Shore Meadow Road located in Sec. 9, Twp. 29N, R 2E on Whidbey Island for an amended amount after a \$500.00 deposit of \$3,448.55.

PUBLIC WORKS

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

Public Works:

Resolution C-101-07/R-40-07 In the Matter of Adoption of Island County's Six Year Capital Improvement Program for the Years 2008–2013. [*Resolution on file with the Clerk of the Board*]

Roads:

Resolution C-102-07/R-38-07 In the Matter of Adoption of Island County's Six-Year Transportation Improvement Program for the Years 2008–2013. I [*Resolution on file with the Clerk of the Board*]

Resolution C-103-07/R-39-07 In the Matter of Adoption of the Annual Road Construction Program for the Year 2008. [*Resolution on file with the Clerk of the Board*]

Consultant Agreement with H.W. Lochner, Inc. for On-Call Consultant Services. Contract Amount: \$300,000.00; Expires: March 31, 2011 [*PW-0720-090*]

Consultant Agreement with Herman Traffic Engineering for On-Call Consultant Services. Contract Amount: \$200,000.00; Expires: March 31, 2011 [*PW-0720-089*]

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Consultant Agreement with INCA Engineers, Inc. for On-Call Consultant Services.
Contract Amount: \$300,000.00; Expires: March 31, 2011. [PW-0720-091]

Consultant Agreement with Otak, Inc. for the Whidbey Scenic Isleway-Design of
Logo/Wayfinding Signs & Gateway Monuments. Contract Amount: \$49,975.00;
Expires: May 31, 2008 [PW-0729-079]

Purchase Order No. 7913 with PCI Group Northwest, LLC for Meridian Systems
Construction Management Software (Prolog Manager) and Maintenance. Purchase
Order Amount: \$16,955.00 including freight and tax. [PW-0720-76 & PW-0720-77]

Drainage

Bid Award to Larry Brown Construction, Inc. for the Camano Annex Drainage
Improvement. Work Order No. 321; Amount: \$65,284.00.

*[Item h, Consultant Agreement with Skillings-Connolly, Inc. for On-Call Consultant Services, not approved as
pulled from today's agenda]*

Prior to approval of the Consultant Agreements Mr. Oakes explained to the Board and the audience present that the agreements are for on-call services and used only for expertise and work that cannot be done in-house. The money is not guaranteed but instead, is a maximum amount payable. If the work is performed the consultant would be paid through the contracts. Examples of such services: larger more complicated design work, specialized engineering, geotechnical engineering, wetlands delineation, steep slope or unstable slope work.

BUDGET WORKSHOP

Budget Workshop began as scheduled at 3:00 p.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, Accountants Ellen Carlin and Monica Felici, and Jan Van Muyden from Parks were present.

Island County Fair

Presentation by: Dan Ollis, Chairman
Island County Fair Association Board of Directors
Also Present: Betty Kemp, General Services Administration Director
Sandy Brandon, Fair Administrator
Gary Kay, Fair Volunteer
Terri Kay, Fair Board Member

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Mr. Ollis reported that his budget is pretty much in line with last year saying that what they make is what they spend. Nothing much has changed other than moving around line items and he is projecting that the Fair Board will raise ticket prices. The Island County Fair Association is requesting a \$15,000 increase in funds for Fairground improvements, for a total of \$30,000. Mr. Ollis said that the Fair Association received \$30,000 this year and it significantly helped the Fair Association's ongoing efforts to repair existing buildings and barns. List of capital improvements:

- Rabbit and poultry barn roof, approximate cost \$45,000
- Horse barn

Renovations thus far:

- Horse barn 3
- Renovation/repair lean-to building
- Lighting and new concrete floor in vegetable building
- Lighting in arts and crafts exhibit area and also in an additional building

Ms. Brandon confirmed that there is approximately \$1,600 remaining of the 2007 budget funds.

Mr. Ollis explained that Professional Services in the Fair's budget is not spent on attorney's fees. Instead, it is used for entertainment, the Fair Administrator, sound and lights, and computer programmer. Mr. Ollis restated that the revenue generated from tickets, storage, booth fees, carnivals, etc. off-sets expenses.

Discussion ensued as to whether it is feasible to hire a consultant to create a strategic plan for the Fair. Does the volunteer board put \$45,000 into the rabbit or poultry barn, making it last another 20 years, or tear down the existing building and better invest in a pole building that has more of an arena and more usage for 4-H? Is the money better spent in the campground as an example to make that facility more self-supportive or should it be spent on the rabbit and poultry barn? Mr. Ollis believes if a consultant is going to create a plan that can never be executed there is no point. It is an avenue, however, to better organize the Fair for the future and is a subject for further discussion.

Zoning issue with City of Langley remains a concern and still going through the steps to change the comprehensive plan.

General Services Administration – Dog Control

Camano Animal Shelter Association

Presentation by: Ron LoDolce, Vice Chair, CASA.

Also Present: Betty Kemp, General Services Administration Director
Approximately seven members of CASA

Requesting revision to CASA contract, section 5:

- Contractor shall collect and account for fees on impounded dogs as stated in section 1;
- Contractor will retain fees of owner surrenders, strays, and cats in order to maintain daily operation of CASA.

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Mr. LoDolce stated that in order for CASA to continue doing business it must have \$5,216 each month in 2008 from Island County. Mr. LoDolce indicated that CASA is stable, which is a concern of the Board, by saying:

- Every transaction is recorded and documented
- Detailed budget
- All business is 100% animal related
- All incoming and outgoing business is County documented and County related
- Complete list of policies and procedures

Down to bare bones trying to keep shelters open and staffed with volunteers. Must address issue of feral felines.

Whidbey Island Animal Control (Barnes)

Camano Animal Shelter

Presentation by: Betty Kemp

Whidbey Island Animal Control (Barnes) requests a 5% COLA increase of \$295.83 month, \$3,550 annually. Last increase was in 2005.

Camano Animal Shelter also requests a 5% increase of \$190.47 month, \$2,286 annually.

Follow-up: Ms. Kemp will contact WAIF as that budget is not yet received.

General Services Administration - Other

Presentation by: Betty Kemp

Public Defense

District Court is asking to have a “screener” available every Tuesday afternoon for four hours. Ms. Kemp recommends increasing the working hours for the Public Defense Administrative Assistant to include screening at District Court. The amount of grant money from the State has doubled and would help to fund part of that increase of approximately \$4,000 annually.

Follow-up: Ms. Kemp to include as supplemental request additional hours for GSA part-time employee for “screener” position.

Board of Equalization

Holding the line for 2008

GSA Administration

Not proposing any increases

Parks

The Budget Director was able to verify all but approximately \$4,500 of the requested increases so that amount is included as a supplemental request. The largest increases in unavoidable costs are in rental charges for port-a-potties and fuel.

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Supplemental Request: Additional \$4,500 for M & O. Unavoidable increases in fuel, small tools, port-a-potty rents, and Oak Harbor schools.

Supplemental Request: Additional 1.0 fte Parks Technician along with shifting of current staff.

Cornet Bay

Holding the line for 2008. Ms. Kemp said that a new dock manager was hired which accounts for the significant increase in recreation fees.

Four Springs

Continues to acquire more business but not enough to support its operational expenses. Total expenditures proposed \$56,000, revenue is \$20,000, difference of \$30,000. According to three-year plan should be funding only one-third of \$30,000.

Follow-up: Meet with Four Springs manager and FOCIP volunteers;

Fire Permit Program

No proposed changes. By memorandum dated June 19, 2007, GSA detailed burn permit sales and NWAPA vs. Fire Warden costs. The bottom line is the County will lose \$6,000 in 2007. It is believed if Island County follows the timelines and fees for commercial burns of Skagit and Whatcom Counties, it could conceivably increase its revenue with firm start and stop dates. More permits will be required if shorten burn period.

Follow-up: Ms. Kemp to review permit costs and duration of permits with Whatcom and Skagit Counties.

Veteran's Assistance

Anticipate a need to levy for the Veteran's Assistance Fund. State law requires that a balanced budget be presented but that does not mean there is an intention to spend all of the money. Revenues must match expenditures. The Assessor's Office has informed the Budget Director that there will be a Veteran's Assistance levy for 2008 collection.

Emergency Management

Grant funds from Homeland Security are gradually declining. Struggling to keep up with mandates and remain in compliance with required policies and procedures to continue to be recipients of those grant funds. Ms. Kemp said that she will need, for training supplies and exercise costs, \$8,500.

Supplemental Request: Permission to submit the Island County Deputy Director and Planner's job descriptions and salary information for review.

Follow-up: Ms. Kemp will follow-up with similar and neighboring counties to determine job descriptions, number of employees, and wages of deputy directors and planners. She also will ask the question if counties use alternative professional services contracts.

Property Management

A large portion of the indicated increase is due to an estimate for Main Street Market, which is still not yet rented, and the Kaul Building.

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Follow-up: Ms. Kemp will obtain copies of last two Conditional Use Permits approved by the Town of Coupeville. The question is asked, do those permits reflect a time period or instead permanent unconditional uses?

District Court has requested the same level of coverage (screeners) as Superior Court.

Follow-up: Ms. Kemp will determine how many days a week screeners are necessary at District Court.

Community Mental Health and the three Family Resource Centers are status quo budgets.

Insurance Reserve

GSA calculates, based on L&I hours, each department's share of premium and claim costs. Approximately 60% is picked up by current expense and the other funds cover the remainder. Costs are allocated. \$1 million is in reserve.

Follow-up: Ms. Kemp will provide the Board with a copy of the latest rating.

Motor Pool

The Sheriff ordered two more vehicles than is typical which is programmed into the proposed budget for 2008. Still need to determine how those vehicles will be equipped and what the cost will be for each. Mandate forthcoming that directs counties to buy fuel efficient vehicles by a certain date. There is an exemption, however, for Sheriff and Public Works vehicles.

There being no further business to come before the Board, the meeting adjourned at 5:10 p.m. on conclusion of budget workshop. The Board will meet next in Special Session on October 1, 2007 beginning at 8:30 a.m. for budget workshop, followed by Regular Session at 9:30 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Wm. L. McDowell, Chairman

John Dean, Member

[Phillip Bakke, Member: Absent]

ATTEST:

Elaine Marlow, Clerk of the Board

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