

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
OCTOBER 8, 2007 – REGULAR SESSION**

The Board of Island County Commissioners met in Regular Session on October 8, 2007 beginning at 9:30 a.m. in the Board of County Commissioners Hearing Room (Room # 102B), Annex Building, 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.

ELECTRONIC FUND TRANSFERS, VOUCHERS, AND PAYMENT OF BILLS

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

| | |
|---|--------------|
| Vouchers (War) #s 272383 - 272646 | \$281,139.45 |
| Electronic Fund Transfers | \$ 1,775.07 |

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> |
|--|--------------|-----------------------|-------------------|---------------|------------------|
| Planning & Community Development | 115/07 | Assistant Planner GIS | 1707.02 | Replacement | 10/15/07 |
| | 116/07 | Assistant Director | 1715.00 | Replacement | 10/08/07 |

EMPLOYEE AWARD PRESENTATIONS

EMPLOYEE SERVICE AWARDS

| <u>Department</u> | <u>Employee</u> | <u>No Years</u> |
|-------------------|-----------------------|-----------------|
| Jail | William Frost | 5 |
| ICSO | William Vaughn | 10 |
| ICSO | Russ Lindner | 20 |
| Planning | Edie Elerick | 20 |
| Roads | Myron Gabelein | 35 |
| Solid Waste | Roger Kenney | 10 |
| Solid Waste | Bobbie Lee Piechowski | 10 |

EMPLOYEE OF THE MONTH AWARD

Janice Wilson represents the Treasurer's office and the County with her friendly, helpful demeanor serving the public no matter what the circumstances. She continually goes beyond the expected and offers her help to others beyond her normal duties. When Janice sees that something needs to be done, she "rallies" the office staff to work together to get the task accomplished.

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INTERIM PURCHASING POLICY

In the absence of a formal County-wide purchasing policy the Board by unanimous motion approved an Interim Purchasing Policy authorizing appointed Department Heads to approve purchases of materials, equipment, supplies and services as described in Commissioner Bakke's memorandum dated October 5, 2007, and as discussed at staff session, until the end of the year or adoption of a formal purchasing policy, whichever occurs first.

HEALTH DEPARTMENT

As recommended by Tim McDonald, Health Services Director, by memorandum dated October 4, 2007, the Board unanimously approved the following contracts:

Grant Application with Homeless Grant Assistance Program (HGAP). 2007 Fall application for "Project Home Base" funding. Proposed total project amount: \$464,270.00

Purchase Order to Washington Initiative for Supported Employment (WISE) for consulting services from Ellen Condon for Service Alternatives staff. Purchase Order No. 7230. Purchase Order Amount: \$ 1,500.00

PUBLIC WORKS

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

Roads

Resolution C-104-07/R-41-07 In the Matter of Approving Specifications & Authorizing Call for Bids for One (1) New 2007 Compactor/Roller. *[Resolution on file with the Clerk of the Board]*

Resolution C-105-07/R-42-07 In the Matter of Approving Specifications & Authorizing Call for Bids for Furnishing Historic Marker Signs. *[Resolution on file with the Clerk of the Board]*

Mr. Oakes described for the Board the marker signs as being white on brown with an overall logo developed with the Historic Committee that says "Island County Historic Site." Below "Island County Historic Site" is the name of the site with a directional arrow. There were originally 60 proposed sites but that number was ultimately reduced to 16. Mr. Oakes said with the northbound and southbound placement of signs and County right-of-way follow-on directional signs there are a total of 60 site installations.

Bid Award to furnish regulatory and warning signs – East Camano Drive Safety Improvement Project; Award to Zumar Industries, Inc. in the amount of \$8,679.05 delivered.

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Drainage

Drainage and Abutter's Agreement and Covenants with Cynthia M. Bohorfoush, Lot 47, Division No. 4, Lagoon Point. Work Order No. 282; [PW-0720-88]

HEARING HELD: FRANCHISE #340 BETWEEN ISLAND COUNTY AND HIGHLAND MEADOWS COMMUNITY CLUB FOR EXISTING WATER DISTRIBUTION SYSTEM

At 10:15 a.m. as scheduled, Chairman McDowell opened a public hearing for the purpose of considering Franchise #340 [PW-0720-95] between Island County and Highland Meadows Community Club for an existing water distribution system in the Plat of Highland Meadows, Secs. 34/35, Twp 29N, R 3E. Bill Oakes, Public Works Director, recommends approval of the franchise for a water system on the south end of Whidbey Island. He confirmed that there is an existing system but no franchise.

No comments were made in opposition to or in support of approval of the franchise as requested.

By unanimous motion the Board approved Franchise #340 [PW-0720-95] between Island County and Highland Meadows Community Club for an existing water distribution system in the Plat of Highland Meadows, Secs. 34/35, Twp 29N, R 3E.

PLANNING & COMMUNITY DEVELOPMENT

As recommended by Jan Smith, Watershed Project Manager – Resource Enhancement Program for Planning & Community Development, the Board by unanimous motion approved the following:

Grant Agreement with Washington State Department of Ecology for the project Achieving Environmental Compliance with Island County. Grant No. G0800099; Contract Amount: \$250,000.00 (RM-PLAN-07-0184)

Amendment No. 2 to Consultant Agreement with Sarah Schmidt, dba Terrafilia, to complete remaining grant project tasks and final reports to conclude the Washington State Department of Ecology Centennial Clean Water Fund Grant; Amendment Amount: \$7,587.00; Contract No. PW-0520322 (RM-PLAN-07-0065)

Ordinance C-106-07 [PLG-008-07] In the Matter of an Ordinance Concerning a Technical Amendment to Chapter 16.06 ICC, Planning and Subdivisions (Planning Commission recommended approval 10/2/07) (PLG-005-07) [Ordinance on file with the Clerk of the Board] [GMA No. 9527]

Mr. Bakke explained that State law has changed and the Assessor's Office no longer requires mylars. The Ordinance will omit from the County Code the Mylar requirement.

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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.

Anne LaCour, Chief Deputy Auditor, was present.

Budget Director

Presentation by: Elaine Marlow

Budget Director

Supplemental Requests:

- \$500 to attend Washington Counties Administrator's Association meetings. Currently no travel budget.
- Supports Human Resources Director's request for review and re-evaluation of Administrative Assistant's position.

Miscellaneous Funds

Presentation by: Elaine Marlow

E-911 Fund. Fund collects wireless and switched access taxes that fund I-COM. Fund acts as a pass-through for those tax collections plus a pass through for I-COM state grants. Estimates shown were provided by Tom Shaughnessy and \$1,500 is in reserve to cover costs.

Homeless Housing Fund. Funded by a document recording fee split between the County and State. While it is anticipated that the County will collect more revenue, Ms. Marlow only recognized the amount of revenue necessary to fund the tasks described in the Homeless Housing Plan adopted by the Board. Projected costs for 2008 approximately \$107-\$108,000, may be less depending on the activities performed under the contract by Whidbey Island Share-a-Home and the Opportunity Council.

Low Income Housing

Supports Marjie's House and the units in Langley, spent in conjunction with the town and cities in accordance with the Interlocal Agreement. Also a surcharge from recording of documents. In 2007 it is believed revenue will be between \$130-\$140,000, probably slightly less in 2008.

Joint Tourism Promotion Fund

Proposed total is \$235,000, may be another \$40-\$50,000 carry-forward. Official budget, however, not yet adopted so amount shown may change.

Public Facilities Fund aka Hotel/Motel

\$102,000 available for distribution next year.

Rural Counties Sales Tax Fund

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Projects awarded were during the 2005 cycle, one of which was the City of Langley (Wharf Street, bank stabilization, marina expansion); the other with the City of Oak Harbor (North Whidbey Enterprise Area Sanitary Sewer aka Goldie Road). Approximate available amount for new projects at end of 2007 \$2 million.

Follow-up: Discussion at next Council of Governments' meeting the issue of funds from the 0.09 tax for support of economic development.

Current Expense-Overhead Allocation

Not yet finalized.

WSU Extension Services/Weed Control

Presentation by: Don Meehan

Also Attending: Lynette Goodell, Judy Feldman, Janet Hall

Two areas of concern, one being infrastructure to perform required due diligence as a department in dealing with personnel and accounting and the other providing services to the public and to the WSU team of volunteers. Also believes the salary grid should be revisited.

Infrastructure

- Additional \$6,000 to cover travel and supplies
- Move Reception/Admin Services position from .5 to 1.0 FTE at cost of approximately \$25,000
- Fund accounting position at cost of \$4,400

Public Service

- Move support from .16 to .75 FTE to support the Master Gardener Program requiring additional \$31,000
- Restore 4H program to original levels at cost of \$10,000

Agricultural Sustainability and Land Stewardship

- Provide adequate travel funds, additional cost of \$990. This request assumes that an increase will be made in the MOU amount for this position that increases it the same 2.5% as other employees.

Shore Stewards

- Fully fund the program at an additional cost of \$3,113

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Superior Court/Law Library

Juvenile Court Services/Juvenile Detention Center/CASA

Presentation by: Mike Merringer

Superior Court

The amount of money spent is determined by the number of trials per year. It was determined that there is approximately a 25% loss of revenue with the separation of the courts but not anticipating asking for reduction of Court Commissioner hours at this time. It is suggested that a decision in that regard wait until increases are recognized in reference to increase in adult drug court, juvenile drug court, therapeutic drug court.

Effective September 1, 2008 the State has increased the District Court and Superior Court Judges' salaries by 5.57% and the increase is built into the budget.

Law Library

The Law Library is a self-supporting program so amount brought in is to be consistent with amount spent.

Juvenile Court Services/CASA/Drug Court

Juvenile Court Services is funded by a combination of current expense and nine different grants. Total of grants around \$582,000 and the number will increase because of application for an Expanding Programs Grant. The money collected from the new mental health tax will be used specifically for enhancement of juvenile drug court, expansion of adult drug court, and creation of therapeutic drug court.

Adult Drug Court: Funding from the Health Department (DASA) has increased slightly. Proceeds from the mental health tax will increase this program.

Additional \$70,000 received for CASA but non-supplanting language included in the contract.

Supplemental Request: Requesting that Coordinator position be increased to 1.0 FTE. The coordinator will maintain current information on volunteers, run criminal history screens, and track specialized training required by law. The position would maintain the private Guardian ad Litem registry for Titles 11 and 26. It would also resurrect the Community Accountability Boards program for diversion and develop a Teen Court program that will involve students from the community. Estimated cost: \$25,000.

Supplemental Request: Seven ergonomic keyboards and under the desk drawers along with six telephonic headsets.

Juvenile Detention Center

\$10,000 is received annually from the Juvenile Accountability Grant for Alternatives to Detention Work Crew and that service warrants more than a partial year's funding. The Board earlier agreed to authorize expenditure of additional funds for the position until the availability of the new grant. In other words, it is requested to use Juvenile Detention Center Funds to fund the \$13,917 gap.

Supplemental Request: Three additional radios with ear pieces, additional computer for intake to allow for booking more than one at a time, additional resources for clothing allowance, mats for intake and cable to classroom.

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Board of Commissioners

Staff: Debbie Thompson and Joyce Kasperson

Coupeville

Hold the line with some adjustments as noted within certain line items.

Camano

Narrative explains proposed budget for 2008. Hold the line with some adjustments as noted within certain line items.

Supplemental Request: Increase Extra Help by \$2,800 as it would be more efficient to have the part-time position work additional hours so that she can be trained in more procedures and be better equipped to help customers.

Supplemental Requests: Recording and transcription equipment
Replace 2001 Toshiba copier
New computer and monitor

LEOFF

Presentation by: Elaine Marlow

Budget consists of medical premiums paid on LEOFF I retirees, long-term care premiums paid on certain LEOFF retirees, an amount to cover all other expenses not covered by insurance policies. Budget reduced as payments have been less due to reduced premiums.

Capital Project Funds

Presentation by: Elaine Marlow

Also Present: Bill Oakes
Colleen Jokinen
Betty Kemp
Carla Waite

Capital Improvements REET 1 and Capital Facilities REET 2

REET 1 money can be spent on streets, roads, sidewalks, public works related to storm drainage, administration building, law and justice facilities, recreational facilities, parks. REET 2 funds are more restrictive than REET 1 funds and can be used for streets, roads, sidewalks, parking, drainage, parks. Most notable difference is administrative facilities and law and justice. Challenge is determining how much will be collected because it is dependent on the real estate market. Forecasting for 2007 decline from 2006 of about 10%. Still a decline in 2008 but will not be quite as much, depending on what the Federal Reserve Board does with the interest rate. Treasurer believes it will likely level off or slightly decrease. REET funds are the only source of money to fund major public works projects that are not streets and roads so it is a concern when REET revenue drops. Drainage and parks rely on the funds as well as debt service from the 2001 and 2005 bonds for the renovation of county buildings and new construction of the Law and Justice Center.

Discussion ensued about available boat launching, docks, and piers on Camano and the production of revenue. Cornet Bay Dock not expected to be self-supporting because in three to four years major repairs

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are expected. Parks budget approximately \$250,000 a year but it is difficult to spread that amount of money around as the need is great.

Follow-up: Ms. Kemp will follow-up with a report about which slips at Cornet Bay go dry at low tide versus the ones that still function.

Conservation Futures

Funded by a property tax levy. Conservation Futures prior to 2007 the Board levied the entire amount authorized by law, 6-1/4 cents per thousand. Last year because of the huge increase in new construction and property value the Board chose to only increase 1% of the previous year and 1% of the previous year is programmed into the budget again.

Construction and Acquisition

Fund used for large construction projects, in this case the project is the new Camano Annex. Financing plan still not determined, want to wait to see what the real estate market does before deciding. Not recommending that the project be stalled or cancelled.

Concerning improvements to the jail \$817,000, a best estimate, planned to retrofit existing jail controls system and bring it up to code. Will need to be creative with the improvements, most likely will be done in stages.

There being no further business to come before the Board at this time the meeting adjourned at 3:30 p.m. following budget workshop. The next regularly scheduled meeting will be held on October 15, 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