

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
OCTOBER 20, 2008 – REGULAR SESSION**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on October 20, 2008 beginning at 10:00 a.m. in the Board of County Commissioners Hearing Room (Room # 102B), Annex Building, 1 N.E. 6th Street, Coupeville, Washington. John Dean, Chairman, Phillip Bakke, Member, and William L. McDowell, Member were present. The meeting began with the Pledge of Allegiance.

MONTHLY FINANCIAL REPORTS

Auditor

Anne LaCour, Chief Deputy Auditor, submitted the Auditor's written financial report for the period ending September 30, 2008.

Treasurer

Linda Riffe, Treasurer, submitted the Treasurer's written financial report for the period ending September 30, 2008 adding the following comments:

Comm. Development-Planning. Permit revenues for 2008 to date are \$93,268; in 2007 they were \$146,425. Department of Fish and Wildlife revenues for 2008 to date are \$45,307; in 2007 they were \$50,587. Planning has not received an indirect federal grant in 2008 (ALA Spit feasibility assessment received May 2007). Department of Ecology grant has not been received for 2008 (for 2007, this grant was received in December 2007).

Criminal Justice Sales Tax. Average revenue for 2008 is \$50,807. In 2007, this figure was \$55,587.

Parks and Recreation. No "Other Inter-Dept/Fund Charges" posted to date.

Prosecuting Attorney. Has not received funds for "Transfer from Law Enforcement," which is new for FY 2008. It is expected they will receive \$50,000.

Public Defender. In 2007 court cost reimbursement was not paid until December, it is expected that for FY08, will not receive this money until December.

Payment in Lieu of Taxes (PILT). Department of Interior distribution is \$2,642, 50% of the FY 2007 distribution.

Excise Tax – Timber. Assessed value for timber decreased significantly in 2008 as compared to 2007. Currently, the 2008 value is \$13,771,781; in 2007, it was \$17,001,993. This has resulted in a decrease in revenues received from the State.

Percentages reflect the general downward trend of the market economy. This is particularly noticeable in the Real Estate Excise Tax fees, Sales and Use Tax revenues, and investment interest.

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CONSENT AGENDA

By unanimous motion the Board approved the Consent Agenda as follows:

ELECTRONIC FUND TRANSFERS, PAYROLL, VOUCHERS, PAYMENT OF BILLS

Vouchers (War) #s 298013-298287	\$1,788,591.95
Electronic Fund Transfers.....	\$ 25,652.47
Payroll dated	October 15, 2008

GSA – CONSERVATION FUTURES

Useless Bay East Farmland Conservation Easement Project

Acknowledgment of Conservation Easement Baseline Documentation Report to provide accurate record of the condition of the property at time of recording of the Grant Deed of Conservation Easement (RM-GSA-08-0204)

Grant Deed of Agricultural Conservation Easement from Estate of Eva Mae Gabelein to Island County and Whidbey Camano Land Trust for Useless Bay East Farmland Conservation Easement (RM-GSA-08-0205)

Pre-Closing Documents with Estate of Eva Mae Gabelein for Useless Bay East Farmland Conservation Easement; Amount: \$603,172.56 (RM-GSA-08-0215)

GSA – EMERGENCY MANAGEMENT

Resolution C-101-08 Declaration That Purchase Of MyStateUSA Public Alert System Is A Sole Source Purchase Exempt From Competitive Bidding (Resolution on file with the Clerk of the Board)

Purchase Order No. 8918 –MyStateUSA equipment approval to purchase emergency alert system; \$7,208.60 (RM-DEM-08-0188)

HUMAN RESOURCES

Personnel Action Authorizations

<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Public Works	144/08	Accounting Coord. Solid Waste	2204.00	Personnel Action Reclassification	10/20/2008
	145/08	Senior Office Specialist	2206.00	Personnel Action Reclassification	10/20/2008
	146/08	Accounting Manager	2209.00	Personnel Action Reclassification	10/20/2008
	147/08	Administrative Services Manager	2210.00	Personnel Action Reclassification	10/20/2008

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<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
	148/08	Administrative Program Assistant	2213.00	Personnel Action Reclassification	10/20/2008
	149/08	Senior Finance Business Manager	2503.00	Personnel Action Reclassification	10/20/2008

PARKS

Purchase Order No. 9062 BRIM Tractor Company Inc. for 4800 Jacobsen Mower; \$27,972.62
(*RM-PLAN-08-0214*)

PLANNING & COMMUNITY DEVELOPMENT

Public Hearing Rescheduled - November 10, 2008 – 10:20 a.m.

OPS 508/07. The applicant, Whidbey Island Farm, LLC is requesting that 13.20 acres of their 25.83 acre property, R22922-328-2540 on South Whidbey Island be classified into the Public Benefit Rating System current use program.

Public Hearing Scheduled - November 10, 2008 – 10:20 a.m.

OPS 203/08 Applicants, Jeffrey Larkin & Diane Chenetski are requesting two of their properties, R32906-466-4030 & R32906-463-5300 on South Whidbey Island, totaling 41.36 acres be reclassified from the Designated Forest current use program to the Open Timber current use program in their entirety.

PUBLIC WORKS

County Roads

Resolution C-102-08/R-39-08 In the Matter of Amending the Annual Road Constructions Program for the Year 2008 (*Resolution on file with the Clerk of the Board*)

Adopt-a-Road Litter Agreement - Renewal; Greenbank Garden Club; Smugglers Cove Road from 3376 Smugglers Cove Road to North end of South Whidbey State Park

Sign Purchase Order No. 8299 with Terex Utilities; Repair Boom Truck, Equipment #537; \$9,485.18 (incl. WSST) (*PW-0820-132*)

Resolution C-103-08/R-43-08 In the Matter of Amending the Island County Commute Trip Reduction Program (*Resolution on file with the Clerk of the Board*)

Resolution C-104-08/R42-08 In the Matter of Authorizing Procurement of (2) Radar Reader Boards – Purchase of specialized equipment; Waiver of Competitive bidding per ICC 2.30A.010(A)(9) & RCW 39.04.280 for purchases that are clearly and legitimately limited to a single source of supply (*Resolution on file with the Clerk of the Board*)

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Sign Purchase Order No. 8157 Traffic Solutions; Two (2) SPEEDsentry 12P Radar Speed Display signs; \$8530.00 (incl. WSST)

LIQUOR LICENSE

Application for Special Occasion Liquor License No. 091224 by the Camano Island Yacht Club for a special occasion to be held November 15, 2008 from 5:30 p.m. to 9:00 p.m. at the Camano Island Yacht Club, 129 N. Sunset Dr., Camano Island, WA

REGULAR AGENDA

**RESOLUTION C-100-08 AUTHORIZING THE ISLAND COUNTY PROSECUTING
ATTORNEY'S OFFICE TO REPRESENT THOMAS TACK**

By unanimous motion the Board re-affirmed Resolution C-100-08 Authorizing the Island County Prosecuting Attorney's Office to Represent Thomas Tack, in his Official Role as an Official or Authorized Agent of Island County, in a Lawsuit Filed by Paula Spina, adopted October 15, 2008. (*Resolution on file with the Clerk of the Board*)

2009 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.

Staff Present

Elaine Marlow, Budget Director

HUMAN SERVICES

Presentation by: Jackie Henderson, Human Services Director

Also Attending: Beth Plush, Contract & Support Coordinator

Jaime Montoya, Accounting Coordinator

Alcohol and Substance Abuse

Major program is Substance Abuse Treatment Program currently contracted to Compass Health. Also includes prevention services, overseen by Dan Bond as the prevention specialist with subcontracts among several organizations in the County. Received \$100,000 from OFM to conduct meth treatment program and someone has been hired and will start November 3, with the hope to have that program underway by December 1.

Developmental Disabilities

Biggest sum of money is spent on professional services, contracting with Toddler Learning Center for early childhood services; two contracts for adult services, one with Washington Vocational Services providing supported employment services for Whidbey and Camano and a

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contract with Service Alternatives who also provides supported employment and person-to-person services for adults with developmental disabilities.

Mental Health

Publicly-funded mental health program contract is with North Sound Mental Health Administration directly with Compass Health. The County provides money for the jail transition program as well as paying for some of the mental health professionals in the school program.

Housing Fund

New program, expecting fully-signed contract back soon. Housing Authority has already located some of the units, currently advertising for case manager.

Ms. Henderson is not requesting any additional current expense money for 2009. It is not yet known what grant funding is expected for the next bi-ennium; however, Ms. Henderson is anticipating cuts in July.

An additional car for 2009 to be paid for with money in reserve, saved each year for several years. Ms. Henderson said that her department would be willing to use a Motor Pool vehicle given up by another department.

THERAPEUTIC (DRUG) COURTS

Presentation by: Mike Merringer, Director

Also Attending: Jackie Henderson, Beth Plush, Jaime Montoya, Channing Gredvig

Hand-out: Revision to Budget

Mr. Merringer provided a revision to his budget saying initially he proposed two budgets, one for the expansion and one for the Family Treatment Court. It was later determined that it would be better to include the respective portions of the expansion budget in the adult and juvenile drug court budgets.

Juvenile Drug Court

The Chemical Dependency Disposition Alternative grant funds a portion of salaries and M & O.

Adult

WA St. DASA funds will be end in 2009 and the remainder of the funding will come from Mental Health Sales Taxes.

Family Treatment Court

Expected start date for the program sometime in November 2008. No current expense for the program, all money is received from the Mental Health Sales Taxes.

Ms. Henderson said that part of the mental health millage money is put into this program which helps to pay for school counselors. “Uninsured Coordinator” is the program that will pay for mental health services for people who do not have insurance and are not Medicaid-eligible.

The Board of County Commissioners recessed at 11:30 a.m., participating in the regular meeting of the Island County Board of Health at 1:15 p.m. The Board of County Commissioners reconvened in Regular Session at 3:00 p.m. for continued budget workshop.

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TREASURER

Presentation by: Linda Riffe, Treasurer

Also Attending: Anamaria Nunez, Chief Deputy Treasurer

Ms. Riffe is not asking for an increase in her 2009 budget, adjusting where necessary to assure she can stay within her budget and still meet all operating expenses.

Office Equipment Request

- One HP printer, \$1,600
- Backup External Hard Drive, estimate of \$250, in order to back up essential documents
- Site License for Laser Fiche, cost to be determined

Follow-up: Request that Ms. Caryl speak at the next Roundtable meeting, October 27, 2008, about back-up of essential documents and what can and cannot be done.

Capital Expenditures

- Real Estate Excise Tax Affidavit Imaging: Initial cost to image 1995-2008 affidavits at \$15,000 and would be spread over two years to reduce initial outlay. Ongoing annual cost to keep imaging of affidavits up to date at \$3,000. Ms. Riffe said that having the ability to search the information in her office is vital.

Ms. Riffe has been working with the records manager to bring to fruition imaging of the real estate excise tax affidavits. State Archivist said they are burning to CDs which use is preferable to Ms. Riffe. Ms. Fairfax, however, insists the records must be microfilmed. Discussion ensued about proper archival procedure and Ms. Riffe's request for imaging. To answer questions about Ms. Riffe's request for outside document imaging and address the subject of proper archival procedure, it was agreed the topic should come to a staff session.

Follow-up: Schedule staff session with Cathy Caryl, Sylvia Fairfax, and Ms. Riffe. Request that Ms. Fairfax ask the State Archivist to attend to speak to proper archiving methods.

M & O

Proposed budget \$39,383. Impacts to the budget may result from the annual foreclosure and distraint and sale operations.

Investment Interest

Ms. Riffe budgeted for 2009 \$1.8 million with some question mentioned as to whether that amount should be adjusted downward in view of the existing market. Currently at \$1.2 million; expecting not more than \$1.7 million for 12 months. Investments are averaging 3% for 2009 and are laddered out for the entire year.

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BUDGET DIRECTOR

Presentation by: Elaine Marlow

Miscellaneous

- State Auditor: Audit will be about \$62,000
- State Purchasing Contract fee \$2,000
- Puget Sound Regional Council: Minimal amount, a portion of that is funded through Roads
- NACO/WSAC/WACO: Groups have done a good job of keeping budget increases at a minimum
- NWRC: Increase is minimal
- NWCA: Small increase

Enhanced E-911

Basically a pass-through to ICOM of sales tax collections and state funds.

Low Income Housing

Low Income Housing: Major expenditure is for lot purchases with Habitat for Humanity.

Homeless Housing Fund

Homeless Housing: Contract with Housing Authority to administer Homeless Housing Plan, about \$118,000, and match for CTED Transitional Housing Grant recently signed.

Joint Tourism Promotion Fund

No budget received yet from the Joint Tourism Committee.

Public Facilities – 2% Hotel Motel

Should be about \$94,000 available based on 2008 collections.

Historical Society

Suggested to move \$2500 amount to Historical Preservation Fund

Rural County Sales Tax

EDC has spoken about its request for 2009, \$67,000, which funds operating costs for the EDC and includes shares from the county, cities, and ports.

Current Expense – Overhead Allocation

Will not be done until the budget is finalized.

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There being no further business to come before the Board the meeting adjourned at 4:10 p.m. The Board will meet next in Regular Session at 11:00 a.m. on October 27, 2008 for Roundtable followed by agenda items at 2:00 p.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

John Dean, Chairman

Phillip Bakke, Member

Wm. L. McDowell, Member

ATTEST:

Elaine Marlow, Clerk of the Board