

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
OCTOBER 27, 2008 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on October 27, 2008 for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, Annex Building, 1 NE 6<sup>th</sup> Street, Coupeville, Washington. Other topics for the Regular Session as shown on the agenda followed at 2:00 p.m. John Dean, Chairman, Phillip Bakke, Member, and William L. McDowell, 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
Greg Banks	Jackie Henderson	Judy Feldman
Robert Bishop – <i>Absent</i>	Keith Higman	Mike Merringer – <i>Absent</i>
Mark Brown	Betty Kemp	Bill Oakes
Cathy Caryl	Larry Larson	Linda Riffe
Sheilah Crider	Elaine Marlow	Dan Sherk
John Dean	Dave Mattens	Jeff Tate

**PRESENTATIONS**

**Document Submittal**

**Presented by:** Anne LaCour, Chief Deputy Auditor

Ms. LaCour encouraged everyone to take the next two months to complete their billings so 2008 year-end deadlines can be met, lessening the impact on the Auditor's office. Grant accountability sheets are due February 13, 2009; inventory of capital assets is due January 30. Ms. LaCour also reminded everyone to check for vendor suspension and debarment if using federal funds and spending more than \$25,000 in a year. She believes ideally language should be included in the contract certifying no suspension or debarment; if the language is included, then there is no need for attachments. It was suggested that the Contract Review Form include information as to whether such a contract exceeds \$25,000 and if so, does the contract incorporate debarment language.

*Follow-up: Ms. LaCour will provide a list of all due dates and will return to the next Roundtable meeting in November to provide a progress report.*

**Critical Document Backup Procedures**

**Presented by:** Cathy Caryl and Stan Bradshaw

Ms. Caryl and Mr. Bradshaw explained what Central Services is doing in order to assure that critical documents are backed up and retained. Ms. Caryl said that everyone should understand that Central Services does not determine what is critical in nature, that is not something the Department can do. It is the responsibility of employees to establish what is and is not critical. To assure that e-mail and documents are backed up it is important for employees to save everything to the "U" drive (server), not to the "C" drive (computer). Anything saved to the "C" drive instead can be lost.

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Mr. Bradshaw said that back-up tapes are kept for a period of 6 months; some are retained longer, with nightly back-up about every two weeks. Additional off-site back-up information is rotated about every two months. Options for off-site back-up are available with vendors at a cost. Ms. Caryl will look into those vendors, in particular, Whidbey Telephone, who currently provides back-up service for Whatcom and Skagit Counties, Cities of Bellingham and Seattle, and others.

The question arose about a policy and whether one is in place for back-up procedures and e-mail archiving. Ms. Caryl indicated there currently is not a policy in place and believes the archivist is the one to create such a policy, especially in light of an expected 2009 requirement concerning retention of e-mail. As to what should be archived is a matter of interpretation and something a committee should convene to discuss. Mr. Banks remarked that it is not so much a legal problem as it is about making a judgment concerning which documents need to be archived, whether the documents have archival value. Another related problem is that the federal rules of evidence now require that all electronic records be preserved if there is any possibility of future litigation in federal courts. Mr. Banks stressed the importance of having something in place that employees and e-mail users can clearly understand.

**ROUNDTABLE DISCUSSION**

Assessor

Mr. Mattens thanked Mr. Sherk and his team for the excellent job of renovation in the Assessor's office.

Auditor

The Auditor's office is finalizing its work with the State Auditor and is busy processing ballots. Ms. Crider anticipates about a 92% to 95% turn-out of voters in Island County. The problem of delivery of ballots by the post office is not unique to Island County, it seems most counties have experienced a similar issue.

Central Services

Ms. Caryl requests that her Department be informed in the next two weeks of any equipment needs.

Commissioners

Chairman Dean remarked that he appreciated the budget presentations and said everyone seems to be in agreement that the County is facing a tough year. He asked for patience and understanding as discussions on the budget ensue. Commissioner McDowell encouraged everyone to heed Ms. LaCour's request to meet deadlines in order to avoid unintended consequences; that is, certain funds could become major funds that have an entirely different set of rules and consequences.

Clerk of the Board

- A reminder that Island County Code requires that contracts \$5,000 or more go through the contract review process, through Dave Jamieson and Betty Kemp, including purchase orders (considered a contract).
- All purchase orders and contracts, regardless of amount, go through Betty Kemp for insurance provisions.

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- Ms. Marlow asked that the Risk Management number be included when submitting items for Board approval. If the Risk Management number is not included, she will question whether the contract has been through the contract review process.
- Before scheduling items for Monday the normal procedure is for the issue to first come to a staff session unless it is something time sensitive.
- Agenda items are due by 12:30 p.m. on Wednesdays. Original documents to Elaine with copies to Debbie.

Extension

Interim Director, Judy Feldman, introduced herself.

Facilities/Maintenance

Mr. Sherk thanked Mr. Mattens for his help with a recent issue between offices.

Health

Mr. Higman said that on Wednesday, November 12, the Health Department will sponsor a flu clinic for County employees only. The clinic will be held in Coupeville from 10:00 a.m. until 4:00 p.m. at the nursing office. Mr. Higman asked that everyone encourage their staff to consider the immunization. For those with insurance coverage, bring insurance information and there is no co-pay. For those with no insurance coverage, the Health Department has worked out a process of delivering the flu vaccine at no cost. Clinics will also be provided at the North Whidbey Road Shop, another on south Whidbey, and a third on Camano. Employees are welcome to attend the publicly-offered clinics instead if they chose.

Human Resources

Mr. Larson said that United Way information will be coming about the first of November.

Prosecuting Attorney

Mr. Banks remarked if the Board is considering budget cuts he wants to be involved in that discussion.

Public Works

Mr. Oakes said that his Department is getting ready for winter.

Treasurer

Ms. Riffe mentioned that her office is again busy with tax season.

Sheriff

Sheriff Brown commented that an e-mail and press release notification were sent out about a new sex offender website posting. The Sheriff personally thanked Ms. Caryl who worked almost immediately to help the County become involved. The website is funded with money the Governor set aside in the budget and Island County is one of 10 counties actually on-board. The site lists only Levels II and III, the higher end of the levels.

Superior Court Clerk

Ms. Franzen said her three-quarter, part-time employee recently resigned. She is posting for a replacement.

*Roundtable adjourned at 12:01 p.m. The next Roundtable is scheduled for November 24, 2008 at 11:00 a.m.*

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The Board of Island County Commissioners (including Diking Improvement District #4) met at 2:00 p.m. to consider items contained on the agenda. The meeting began with the Pledge of Allegiance.

**CONSENT AGENDA**

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

**ELECTRONIC FUND TRANSFERS, VOUCHERS, PAYMENT OF BILLS**

Vouchers (War) #s 298670-298896 .....	\$438,940.52
Electronic Fund Transfers.....	\$ 978.16

**MINUTES OF PREVIOUS MEETINGS**

Special Sessions.....	September 24 and October 1, 2008
Regular Session.....	October 6, 2008

**APPOINTMENTS/RE-APPOINTMENTS TO BOARDS AND COMMITTEES**

Reappointment of Jennifer Meyer to the Keystone Ferry Advisory Committee for a four year term expiring on August 31, 2012

**AUDITOR**

Resolution C-106-08 Establishing the Island County Human Services Fund (*Resolution on file with the Clerk of the Board*)

**HUMAN RESOURCES**

Personnel Action Authorizations

<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Planning	152/08	Bldg. Permit Processing Mgr	419.01	Personnel Action (Decrease Hours)	10/01/08

**HUMAN SERVICES**

Amendment 3 to Contract with Service Alternatives, Inc. for reallocation and increase to FY09 individual employment services and addition of FY09 Partnership Project funding received from WA State Division of Developmental Disabilities. Contract No. HS-09-07; Amendment Amount: \$16,486; Contract Amount: \$222,365 (*RM-HLTH-07-0117*)

**PUBLIC HEALTH**

Contract with WA State DSHS – Apple Health for Kids Outreach. Continues funding to assist DSHS to enroll children who are eligible to receive medical program benefits. Contract No. 0863-49726; Contract Amount: \$ Fee for Service (*RM-HLTH-07-0193P*)

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Purchase Order to United General Hospital to provide tobacco compliance checks in Island County. Purchase Order No. 8954; Purchase Order Amount: \$3,000 (*RM-HLTH-08-0224*).

Contract Collection Agreement with Whidbey Island Bank for On-Site Septic Repair Financial Assistance Loan (Vande Werfhorst)

**LIQUOR LICENSES**

Application for Special Occasion Liquor License No. 092151 by the Camano Senior Center for a special occasion to be held November 1, 2008 from 7:00 p.m. to 10:00 p.m. at the Camano Senior Center, 606 Arrowhead Road, Camano Island, WA

Application for Special Occasion Liquor License No. 092151 by the Camano Senior Center for a special occasion to be held December 31, 2008 from 7:00 p.m. to 10:00 p.m. at the Camano Senior Center, 606 Arrowhead Road, Camano Island, WA

**REGULAR AGENDA**

**HEARING SCHEDULED: IN THE MATTER OF PETITIONS FILED CONCERNING  
SUSPENSION OF OPERATIONS OF DIKING DISTRICT 1**

By unanimous motion, as provided under RCW 85.38.220, the Board scheduled a public hearing on November 17, 2008 at 10:20 a.m. for the purpose of inquiring into whether suspension of operations of Diking District No. 1 is in the public interest.

**PUBLIC HEARINGS**

**HEARING HELD: RESOLUTION C-97-08/R-41-08 IN THE MATTER OF THE  
PETITION OF RAY & LAURIE GABELEIN FOR THE VACATION OF A PORTION  
OF UNNAMED COUNTY ROAD RIGHT-OF-WAY**

Chairman Dean opened a public hearing at 2:20 p.m. as advertised for the purpose of considering Resolution C-97-08/R-41-08 In the Matter of the Petition of Ray & Laurie Gabelein, et al. for the Vacation of a Portion of Unnamed County Road Right-of-Way.

Bill Oakes, Public Works Director, said that Ray and Laurie Gabelein requested vacation of an unnamed County road right-of-way located in Section 22, Township 29N, Range 3E. Following review it was determined there is no known public use and the Department is recommending vacation.

Chairman Dean opened the floor to public comment and there being none, public comment was closed.

By unanimous motion the Board approved Resolution C-97-08/R-41/08 In the Matter of the Petition of Ray & Laurie Gabelein for the Vacation of a Portion of Unnamed County Road Right-of-Way located in Section 22, Township 29N, Range 3E.

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**2009 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.

**Staff Present**

Elaine Marlow, Budget Director

**CORONER**

**Presentation by:** Robert Bishop, Coroner

Via a Power Point presentation, Dr. Bishop provided an overview of the role of the Coroner's office.

The one important issue to Dr. Bishop is the fact that his office is currently set up similar to other County offices with hours of 8:00 a.m. to 4:30 p.m. Dr. Bishop, however, must remain on constant 24-hour call which does not leave him, on occasion, with much time off. His solution would be to hire additional personnel or better yet, enhance the value of the one existing staff position. Currently the position is a union position, level 9, categorized as secretarial. Dr. Bishop believes it should instead be categorized as a specialized investigator for back-up to the Coroner. The one staff position is used in a much different way today than it was originally set up to be. Dr. Bishop's request is to remove the position from the union and increase the level to 10.

Shared and/or contract employees were briefly discussed as possible alternatives but an issue exists with what shared and/or contract employees can and cannot do; primarily, the ability to drive County vehicles. Interlocal agreements are currently in place with King and Skagit Counties for mass disasters only.

Other than Dr. Bishop's request to enhance his one staff position, he requests no increase to his budget.

*Follow-up: Ms. Marlow will talk with Betty Kemp about the use of County vehicles and the possibility of on-call employees.*

**CAPITAL PROJECT FUNDS**

**Presentation by:** Elaine Marlow, Budget Director

Also attending: Bill Oakes, Dan Sherk, Betty Kemp, Jeff Tate

**Real Estate Excise Tax Revenues**

Ms. Marlow said in looking at the year-to-date revenue stream it appears collections are behind, similar to where the County was in 2001-2002. In September for both REETS combined, percentage collected of the annual amount was 82%; 42% below last year at the same point in

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time. Based on looking at percentage collected, Ms. Marlow believes the County will be at \$1.6 million for both REETS combined for this year and next. There is no indication that real estate sales will pick up significantly within the next year.

Real Estate Excise Taxes and Debt

The Board has long held a policy that only 50% of current revenue is used to fund debt. With real estate excise taxes down, 2009 is expected to be at 54%. After projecting out each year Ms. Marlow expects that by 2014 the County should be back down to a 50% debt limit. Debt that is being financed with real estate excise taxes are: (1) 2001 bond issue used for campus renovations; (2) 2005 bond refunding of 1997 issue; and (3) 2005 bond issue for the Juvenile Detention Center. All three bond issues are limited general obligation bonds.

Capital Project Funds

- Projects budgeted for 2009 were approved in the CIP plan by resolution. The amounts, however, are based on what is believed to be the actual amount spent in 2008, not the total amount of the project.
- There is budgeted for the Parks plan each year approximately \$250,000. Mr. Tate has asked that \$100,000 be set aside in reserve for future uses.
- Still carrying forward \$50,000 promised to the City of Oak Harbor in 2007 for Fort Nugent Park, phase III is not yet finished.

Conservation Futures

Proposing 1% increase plus new construction with some administrative costs and debt service.

REETS

Ms. Marlow forecasts using some fund balance. At end of 2008 there will be approximately \$2.3 million in REET 1 and about \$3.2 million in REET 2.

Follow-up to Parks Budget

Not indicated in the proposed Parks' budget is \$3,000 that will go to the Oak Harbor School District to fund maintenance at War Memorial Stadium.

**OFFICE EQUIPMENT**

**Presentation by:** Cathy Caryl, Director  
**Also Attending:** Diana Vaughn, Assistant Director  
**Hand-out:** 2009 Equipment List

Ms. Marlow said historically for equipment there is \$50,000 allocated in the office equipment budget. However, in 2005, the Board began adding \$50,000 a year to actually fund computer replacement and software replacement on an ongoing basis. Ms. Caryl said her hand-out details what has been requested by the departments and what will be replaced in 2009, both PC and not PC related. Discussion ensued about the Clerk's request for scanners and network printer; the age of PCs in the Auditor's and Prosecutor's offices; clarification of replacement of the District Court Judges computers (cost is for software and for upgrade to XP, not replacing PCs); funding of software; Laser Fiche licenses; and clarification of Central Services request for back-up storage

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space (additional disk space storage for servers). There are no copier requests for 2009. Ms. Caryl said Central Services will attempt to extend replacement of the phone switch for an additional year.

*Follow-up: Ms. Marlow will look into whether the drug fund can pick up any cost of the Prosecutor's request for PCs. Ms. Caryl will talk with the Clerk about a copier for printing needs. Ms. Caryl will also provide Ms. Marlow with a list of copiers in the County.*

There being no further business to come before the Board the meeting adjourned at 4:03 p.m. The Board will meet next in Regular Session on November 3, 2008 beginning at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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John Dean, Chairman

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Phillip Bakke, Member

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Wm. L. McDowell, Member

ATTEST:

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Elaine Marlow, Clerk of the Board