

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
SEPTEMBER 8, 2008 – REGULAR SESSION**

The Board of Island County Commissioners met in Regular Session on September 8, 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.

EMPLOYEE AWARDS PRESENTATION

EMPLOYEE SERVICE AWARDS

| <u>Department</u> | <u>Employee</u> | <u>No Years</u> |
|-------------------|--------------------|-----------------|
| Public Works | Laurie Whitcher | 10 |
| Public Works | Dennis Houston | 15 |
| Public Works | George Anne Sherry | 25 |

EMPLOYEE OF THE MONTH – AUGUST

JOHN MATTESON – FACILITIES/MAINTENANCE

In the short time that John has been with Island County he has consistently gone out of his way to make sure that everything in the County buildings work correctly.

John comes to work early every morning and opens the buildings. As he walks through the buildings unlocking the doors and turning on the lights, he looks for potential problems. When he finds problems he quickly fixes them. Recently, John noticed there were a lot of office chairs being thrown away because they were broken. Again, he took the initiative and time to research the chairs and found they were covered by a 10-year parts and labor warranty. He gathered the broken chairs, arranged a site visit by the chair company, and to date has had 17 chairs repaired to new condition. All this has been accomplished at no cost to the County. In this instance alone, John saved the County several thousands of dollars.

CONSENT AGENDA

By unanimous motion the Board approved the Consent Agenda as follows with the exception of item 7, *Contract and Contract Bond with Commercial Plumbing, Inc. for replacement of jail hot water tank* and item 8, *Contract and Contract Bond with Commercial Plumbing, Inc. for installation of jail water softener*, both pulled from the agenda:

ELECTRONIC FUND TRANSFERS, PAYROLL, VOUCHERS, PAYMENT OF BILLS

| | |
|--------------------------------------|-----------------|
| Vouchers (War) #s 295011-295404..... | \$1,040,345.18 |
| Electronic Fund Transfers..... | \$ 8,301.67 |
| Payroll dated | August 29, 2008 |

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MINUTES OF PREVIOUS MEETINGS

Special Sessions August 18, 27, and 29, 2008
Regular Sessions..... August 18 and 25, 2008

APPOINTMENTS TO VARIOUS BOARDS AND COMMITTEES

Island County Water Resource Advisory Committee

Appointment of Robert Friedman to the Island County Water Resource Advisory Committee representing Commissioner District No. 3. This appointment will complete an unexpired term and will expire on May 17, 2009.

EXTENSION SERVICES

Interagency Agreement with Washington State Department of Agriculture for purple starthistle control and eradication. Amount: \$1,000 (RM-WSU-08-0151)

HUMAN RESOURCES

Personnel Action Authorizations

| <u>Department</u> | <u>PAA #</u> | <u>Description</u> | <u>Position #</u> | <u>Action</u> | <u>Eff. Date</u> |
|----------------------------------|--------------|----------------------------------|-------------------|----------------------|------------------|
| Juvenile Court Services | 131/08 | Juvenile Detention Officer | 1407.02 | Replacement Position | 09/08/08 |
| Planning & Community Development | 132/08 | Associate Planner Critical Areas | 1708.11 | Replacement Position | 09/18/08 |
| Prosecuting Attorney | 130/08 | Paralegal/Legal Assistant I | 1813.02 | Replacement Position | 10/01/08 |

HUMAN SERVICES

Contract with Sharon M. Robinson Holmes dba SMR Consulting for review and monitoring of subcontracts in Developmental Disabilities and Alcohol/Substance Abuse Treatment programs. Contract No. HS-06-08; Amount: \$8,500 (RM-HS-08-0154)

Services Agreement with Andrea Groberg to provide benefit analysis to families and individuals with developmental disabilities. Contract No. HS-08-08; Amount: \$5,000 (RM-HS-08-0142)

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PUBLIC WORKS

County Roads

Petition for Vacation of a County Road to vacate a portion of Lincoln Street located in the Plat of Olympic Marine View; Sec. 16, Twp 29N, R3E; Petitioners Robert, George, and John Ordal. Refer back to the County Engineer for processing.

Drainage

Agreement with Duncan and Dorothy Ferguson, Holmes Harbor Golf and Yacht Club, Div.7, Block 1, Lot 2, Sec. 3, Twp 29N, R 2E. (PW-0820-93)

Trails

Contract and Contract Bond with SRV Construction, Inc. for Rhododendron Trail Construction; PWP 05-01, WO # 372; Amount: \$639,864. (PW-0820-96)

LIQUOR LICENSE(S)

Application for Special Occasion Liquor License No. 092151 by the Camano Senior Center for a special occasion to be held September 20, 2008 from 11:00 a.m. to 10:00 p.m. at the Camano Senior Center, 606 Arrowhead Rd., Camano Island, WA

PUBLIC HEARINGS

**HEARING HELD: CONSIDERATION OF A PUBLIC BENEFIT RATING SYSTEM
APPLICATION – PBR 413/07**

At 10:20 a.m. as scheduled Chairman Dean opened a public hearing to consider the Public Benefit Rating System Application of Phil and Rita Matthes, PBR 413/07.

Jeff Tate, Director of Planning and Community Development, said that Mr. and Mrs. Matthes are requesting that 12.30 acres of their 12.67 acres of property, Parcel No. R13115-027-2830, located on central Whidbey Island, be classified into the Public Benefit Rating System current use program under chapter 3.40 ICC. Planning staff reviewed the application and site, evaluated what resources are present on the property, and assigned the applicable point total. The request would result in 12.30 acres of the 12.67 acre parcel be placed in the Public Benefit Rating System current use program with a point value of 20, resulting in a 50% tax reduction or current use value reduction. Staff recommends approval and enrollment in the Public Benefit Rating System current use program.

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

By unanimous motion the Board conditionally approved the Public Benefit Rating System Application of Phil and Rita Matthes, PBR 413/07.

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**HEARING HELD: FRANCHISE #355 BETWEEN ISLAND COUNTY AND DAVID AND
CHERYL WOOD FOR A SEPTIC TRANSPORT LINE LOCATED IN COUNTY ROAD
RIGHT-OF-WAY KNOWN AS NORTH CAMANO DRIVE**

Chairman Dean opened a public hearing for the purpose of considering Franchise #355 between Island County and David and Cheryl Wood.

Bill Oakes, Public Works Director, indicated that the requested franchise is for a septic transport line located on North Camano Drive in the Plat of Utsalady, Sec 24, Twp 32N, R2E on Camano Island. The franchise request was reviewed as appropriate and staff recommends approval of a two-lot, off-site drainfield installation.

The Chairman opened the public comment portion of the hearing.

Barry Wood, 852 Livingston Bay Shore, Camano, attended via videoconferencing from Camano indicating that he had no comment to offer, is present only to answer questions if necessary.

The Chairman closed public comment.

Commissioner McDowell asked Mr. Oakes if he anticipated any vertical or horizontal alignment on North Camano Drive to which Mr. Oakes responded no.

By unanimous motion the Board approved Franchise #355 between Island County and David and Cheryl Wood for a septic transport line located in County road right-of-way known as North Camano Drive.

COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

EXECUTIVE SESSION

Chairman Dean announced that the Board would meet in Executive Session at 1:15 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 30 minutes and did not expect an announcement afterwards in open public session. The Executive Session would be held in the office of the Planning Director, Courthouse Annex, 1 NE 6th Street, Coupeville, WA.

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.

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Staff Present

Elaine Marlow, Budget Director

ISLAND COUNTY ASSESSOR

Presentation by: Dave Mattens

Proposing an overall 6.7% increase in M&O expenditures from \$75,700 to \$80,800 due primarily to an increase in fuel cost with a slight increase in travel and education costs.

- Fuel: 80% increase (from \$5,000 to \$9,000) due to higher fuel costs and greater traveling distance to Camano in 2009 for Area 5 physical inspections.
- Travel-Other Services: 6.7% increase (from \$7,500 to \$8,000) to cover increased cost of lodging.
- Operating Rentals & Leases: \$100 increase (\$4,400 to \$4,500) based upon last several years' actual expenses.
- Miscellaneous-Other Services: 8.3% increase (\$6,000 to \$6,500) to cover rise in education costs associated with required training by law for appraiser accreditation and provide staffing for entire year.

Supplemental Request

Assessor and Treasurer are in support of replacing the existing real property and taxation systems with an Assessor/Treasurer software application that is integrated and does not interface with separate applications. Estimated cost of such a system after researching mass appraisal software and tax collection systems is \$577,064. Possible funding sources would be REET funds and funds available for document preservation. Request that the Board enter into an Interlocal Cooperation Agreement with Clark County in order to utilize Clark County's 2005 RFP for assessment and taxation management technology. Commissioner Bakke suggested that the Assessor, Treasurer, Central Services Director and Budget Director meet to discuss the proposed system's impact on IT resources and financing options.

Follow-up: Mr. Mattens will provide the Board with a copy of Clark County's RFP.

ISLAND COUNTY AUDITOR

Presentation by: Sheilah Crider, Anne LaCour

Auditor Current Expense Budget

- To address continued decreased revenue, proposal is to utilize existing full-time staff in other divisions of the department to fill the seasonal .5 FTE position in elections and .5 FTE position for records management. It is requested that both positions remain vacant but available should recording return to previous levels.
- Revenue is down approximately \$50,000 due primarily to decrease in recording fees. No filing fees expected from elections because there are no County offices in the odd year.
- Postage increased along with voter registration. Estimated 10% increase for HP maintenance on accounting system. Travel decreased to help offset part of rise in costs.

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Election Reserve

Request to set aside \$10,000 in an Elections Equipment Replacement Fund which will enable the department to prepare for future major expenses, when needed, to replace aging election equipment, inoperable equipment, or new software. Next year will be an odd year so many of the election costs can be billed which will decrease the need for current expense dollars. Increase noted for cost of printing and postage.

Supplemental Request for Office Equipment

Four aging computers in accounting will need replacing in next few years. Monitors were upgraded but not the operating system or CPUs.

Auditor O & M Fund

Decrease in recording fees which will decrease revenue. Therefore, decreased professional services, what is spent with the State for microfilm and archives.

Capital Outlays

\$30,000 in the budget for two years for a Laserfiche for the Health department. An amount to consider if the Health department is not going forward with the system.

The Board of County Commissioners recessed at 11:50 a.m., reconvening in Executive Session at 1:15 p.m. and Regular Session at 2:15 p.m. for continued budget workshops.

FACILITIES/MAINTANACE

Presentation by: Dan Sherk

While holding the line for the most part on his department's 2009 budget Mr. Sherk commented on the unavoidable cost increases for 2009. The Budget Director has included these amounts in the workshop budget as proposed:

- 10% increase in supplies due to rising costs of transportation and energy.
- 15% increase in fuel due to increased cost and continued high expense to fill six separate diesel tanks at the Coupeville campus.
- 10% increase in small tools to maintain daily upkeep of County facilities.
- 10% increase for repairs and maintenance to keep in line with rising fuel costs being passed along by vendors.

Several REET-funded projects have been completed this year, including the new heat pump for Human Services, outside steps on the east side of the Law and Justice building, bathroom renovation at the Human Services building, and a new roof on the evidence building in Coupeville. Phase one of the Jail HVAC study project is complete and now working on phase two. Mr. Sherk is now in the process of getting bids on the jail hot water tank replacement and water treatment upgrade projects. He is also working on having replaced the key card system.

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SENIOR SERVICES OF ISLAND COUNTY

Presentation by: Farrell Fleming, Executive Director and Debbie Metz

Supplemental Request for 2008

In an effort to offset dramatically increased food and fuel prices, Mr. Fleming requests supplemental funding from Island County for 2008 of \$10,000 for the Meals on Wheels Program. Some programs, due to rising costs, have gone out of business while some have gone to one-day-a-week delivery of frozen meals. Senior Services is determined to maintain three-day-a-week delivery of both hot and frozen meals for the benefit of the community. Year-to-date deficit as of July 31, 2008 is \$38,178.96.

Budget Request for 2009

10% increase in funding support from Island County (\$150,454) to help cover the increasing costs of fuel and food, the growing caseload of Case Managers, and modest cost of living increase.

CAMANO SENIOR SERVICES ASSOCIATION

Presentation by: Karla Jacks, Executive Director

The Association is requesting a funding increase of 10% to \$57,798. With the current economy Ms. Jacks is forecasting a major decrease in donations and challenges with maintaining sales numbers at the Second Chance Thrift Shop. The Thrift Shop is experiencing a 32-37% decline in revenue.

OAK HARBOR SENIOR SERVICES

Presentation by: Mike McIntyre, Senior Services Administrator

Mr. McIntyre spoke about the forthcoming large expenses that are inevitable with an aging building are expenses he cannot control. He has done everything possible to help offset expenses by finding inexpensive ways and partnerships to help the operation be more efficient.

Funding request for 2009 of \$98,087 is forecasted so as to minimize annual increases while still covering recent/projected budget shortfalls. The five-year budget projection has a \$60,000 deficit because in 2009 a change is necessary to the ventilation system at a cost of about \$60,000. A 10-year-old bus will also need to be replaced due to operating costs.

Mr. McIntyre provided an overview of the preliminary design of a proposed North Whidbey Adult Activity Support Center soon to be introduced to the public for the purpose of enlisting input and support.

NORTHWEST REGIONAL COUNCIL

No presentation – request for approximately \$1,000 increase; annual contribution is about \$55,000.

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EBEY’S LANDING NATIONAL HISTORICAL RESERVE

Presentation by: Jan Pickard, Trust Board Chair
Mark Preiss, Reserve Manager
Jon Roberts, Trust Board Member

The Reserve is requesting an investment of \$30,000, up from \$21,000 in 2008, to support its operation budget. Currently working beyond capacity; limited to the number of persons who can be on the working Board, with 2-1/2 staff, and hopeful the Reserve can expand paid staff in the future.

Mr. Roberts mentioned some of the 2008 accomplishments through the process, monies funded, and working in-kind relationships with the Planning Director and his staff:

- Display for the waiting area of the Planning Department, more as an informational gathering spot for people coming in as well as coupling that with a “welcome to the Reserve” type of packet;.
- Instituted the annual Ebey’s workshop for County staff and Commissioners.
- First ever Ebey’s Forever Conference in November and hoping for 2009 that the County will be a sponsor.

Mr. Preiss indicated the primary objective is to increase capacity. People are interested in the available programs, there just has not been the capacity to get to that point. Concerning the updates to the Island County Code governing development in the Reserve, Commissioner Bakke said it would be helpful if the in-kind contributions were quantified.

IMPAIRED DRIVING IMPACT PANEL OF ISLAND COUNTY

Presented by: JoAnn Hellman

IDIPIC provides a two-fold service to the community: (1) the panels, and (2) prevention work. The courts mandate that residents attend impact panels for impaired driving related offenses or underage drinking, both unfunded mandates. Before 2000, when people were required to go to impact panels, they had to go to Mount Vernon, Bellingham, or Port Townsend. Panels became available in Island County in late 2000 in Oak Harbor, Freeland, and on base. Cost per panel averages \$200, the amount based on the director’s hourly wage of \$30 per hour. Ms. Hellman said that 36 panels are expected in 2009 at a cost of \$7,200. IDIPIC is requesting 50% of that cost in the amount of \$3,600.

Commissioner Bakke suggested that Ms. Marlow speak with Keith Higman and Jackie Henderson to ask whether any current County grant funding, or other grant opportunities that may be available for IDIPIC.

PERSONNEL ACTION AUTHORIZATION 133/08

Ms. Marlow indicated that the Prosecuting Attorney’s office has an individual who will be away for a significant period of time. Approval of PAA 133/08, increasing the hours of one of the other legal assistants from 32 to 40 hours per week, is therefore requested. The increase is budget neutral.

By unanimous motion the Board approved PAA 133/08.

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There being no further business to come before the Board the meeting adjourned at 3:50 p.m.
The Board will meet next in Regular Session on September 15, 2008 beginning at 10:00 a.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