

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
DECEMBER 28, 2009 – SPECIAL AND REGULAR SESSIONS**

*SPECIAL SESSION* (Record Part 1 and Record Part 2)

The Board of Island County Commissioners met in Special Session on December 28, 2009 beginning at 9:00 a.m. at the Board of County Commissioners Hearing Room (Room # 102B), Annex Building, 1 N.E. 6<sup>th</sup> Street, Coupeville, Washington. John Dean, Chairman, Helen Price Johnson, Member, and Angie Homola, Member were present.

The Board, along with Elected Officials and Appointed Department Heads, met to review revenue and expenditure estimates with the Budget Director and to discuss the preliminary 2010 budget in preparation for the continuation of the public hearing on the 2010 budget scheduled later in the afternoon. No final decisions were made during the Special Session.

At 9:05 a.m. Chairman Dean announced that the Board, with Elected Officials and Appointed Department Heads, would meet in Closed Session as allowed under RCW 42.30.140(4)(b), that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. The Closed Session was expected to last until 9:30 a.m.

At 9:30 a.m. the Chairman announced that another one-half hour would be needed for Closed Session.

At 10:05 a.m. the Board reconvened Special Session, continuing into Regular Session at 11:00 a.m. (Roundtable with Elected Officials and Appointed Department Heads), to resume budget discussions. Ms. Marlow provided a Power Point presentation on the effect of the Local 1845 savings and possible options. Discussion continued about department work schedules in order to implement the union agreement and the result those schedules would have on buildings, Central Services, and Facilities. It was suggested that Mr. Sherk, Ms. Caryl, Mr. Higman, and Ms. Riffe convene as a workgroup to arrive at a suggested implementation plan to include not only the buildings on-site, but those off-site as well.

*Roundtable adjourned at 11:32 a.m. The next Roundtable is scheduled for January 25, 2010 at 11:00 a.m.*

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

PUBLIC INPUT OR COMMENTS

None

CONSENT AGENDA (Record Part 3 @ 1:15)

BY UNANIMOUS MOTION (3-0) the Board approved the following items presented on the Consent Agenda with the exception of Vouchers 6700477 and 6700478, moved to the Regular Agenda for consideration:

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Pre-audited bills and vouchers for payment – Voucher #'s 326066–326316 - \$247,768.57  
EFTs (electronic funds transfers) - \$629.86  
Minutes from previous meeting(s): Work Session 9/16/09

Central Services

Microsoft Products Purchase Agreement with WA State Dept. of Information Services allowing Island County to purchase Microsoft products through the State in order to achieve volume discounts

Clerk of the Board

**Public Hearing Re-Scheduled – January 13, 2010 – 2:00 p.m.**

Ordinance C-160-09 Eliminating Sheriff's Supervision of the Director of the Department of Emergency Management, Amending ICC 9.24A.050. The date of the public hearing is being rescheduled in order to accommodate advertising deadlines for publishing legal notice

Human Resources - Personnel Action Authorizations

<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Clerk	105/09	Deputy Clerk I .50 fte	503.07	Personnel Action (Reduce Hours)	01/01/2010

Public Health

- Contract Amendment with Opportunity Council – Early Learning Program. Amendment provides funding to continue child behavior consultations and facilitates Baby Connections groups through 6/30/2010. Contract No. HD-09-09, Amendment No. 1; Contract Amount: \$19,377, Amendment Amount: \$11,385 (RM-HLTH-09-0504)
- Contract with Island County Juvenile Court Services – Nursing Services. Contract to provide nursing services in 2010 to the Island County Juvenile Detention facility. Contract No. HD-17-09; Contract Amount: \$22,000 (RM-HLTH-09-0500)
- Contract with Island County Sheriff's Office – Nursing Services. Contract to provide nursing services in 2010 to the Island County Jail. Contract No. HD-15-09; Contract Amount: \$55,000 (RM-HLTH-09-0502)
- Contract with National Association of County & City Officials (NACCHO) – Action Communities for Health Innovation & Environmental Change (ACHIEVE). Funding to enable local communities to implement a community action plan to address chronic disease risk factors. Contract No. 2009-110506; Contract Amount: \$25,000 (RM-HLTH-09-0492)

Public Works – County Roads

Quit-Claim Deed – Huang, Li-Yeh; Deer Lake Lot 40 Donation; Work Order No. 474; Lot 40, Plat of Deer Lake Haven, Division No. 1; Sec. 26, Twp 29N, R 3E.

Public Works – Solid Waste

Contract with Island Recycling for recycle services for Whidbey Island; January 1, 2010 – December 31, 2014 (five years); estimated \$950,000.00 (RM-SW-0479)

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REGULAR AGENDA

Sheriff Corrections (Record Part 3 @ 8:20 & Record Part 3 @ 19:45)

- WSAC County Inmate Program for Claims Management with Washington State Association of Counties Financial Services Corporation and Correctional Risk Services, Inc. as administered by Gallagher Benefit Services, Inc.;
- Prescription Benefit Administration Agreement with Restat LLC for discounted drug prescriptions under WSAC County Inmate Program

Ms. Marlow briefed the Board on the two options provided for the WSAC County Inmate Program for Claims Management; Jail Administrator, De Dennis, recommended Option 1. With respect to the Prescription Benefit Administration Agreement with Restat, Mr. Dennis proposed that the Board approve the agreement because the County is not bound to the contract; however, it is an option if deemed to be cost effective. If not cost effective, the jail can continue to use local resources.

IT WAS MOVED BY PRICE JOHNSON, SECONDED BY HOMOLA, to APPROVE Option 1 for the WSAC County Inmate Program and APPROVE the Prescription Benefit Administration Agreement with Restat. MOTION CARRIED: 3-0

Planning & Community Development (Record Part 3 @ 13:30)

Resolution C-161-09 (PLG-026-09) In the Matter of Amending Planning & Community Development Land Use Permit Fee Schedule to separate Health Department fees adopted through the Board of Health after the Board of County Commissioners adopted the 2010 fee schedule

IT WAS MOVED BY PRICE JOHNSON, SECONDED BY HOMOLA, to adopt Resolution C-161-09 (PLG-026-09). MOTION CARRIED: 3-0

Auditor (Record Part 3 @ 22:25)

Vouchers 6700477 and 6700477

Mr. Pfannenstiel addressed concerns expressed by members of the Board.

IT WAS MOVED BY PRICE JOHNSON, SECONDED BY HOMOLA, to APPROVE Voucher 6700477 in the amount of \$404.27. MOTION CARRIED: 3-0

IT WAS MOVED BY HOMOLA, SECONDED BY PRICE JOHNSON, to APPROVE Voucher 6700478 in the amount of \$2,631.73. MOTION CARRIED: 3-0

PUBLIC HEARINGS

Planning & Community Development

OPS 358/08 (Record Part 3 @ 14:45)

At 2:15 p.m. Chairman Dean opened the public hearing.

Mr. Sweeza indicated that Applicant James Lukehart requested to have 15.3 acres of his 20 acre North Camano property reclassified from current use to Open Timber tax classification.

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The proposal includes parcels: R33219-050-3340 & R33219-017-3350. Staff recommended a partial approval of 14.6 acres.

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

IT WAS MOVED BY HOMOLA, SECONDED BY PRICE JOHNSON, to APPROVE OPS 358/08, with a reduction in acreage to 14.6 acres, as recommended by staff. MOTION CARRIED: 3-0

Planning & Community Development

OPS 366/08 (Record Part 3 @ 17:29)

The Chairman opened the public hearing at 2:21 p.m.

Applicant Michael Jones, according to Mr. Sweeza, requested that 17.3 acres of his 18.3 acre North Whidbey property be reclassified from current use to the Open Timber tax classification. The proposal includes parcels: R23322-240-1000 and R23322-303-1000.

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

IT WAS MOVED BY PRICE JOHNSON, SECONDED BY HOMOLA, to APPROVE OPS 366/08. MOTION CARRIED: 3-0

The Board briefly recessed, reconvening at 2:30 p.m. to continue the Public Hearing on the 2010 budget.

Budget Director

Resolution C-137-09 Adopting the Island County Budget and Diking District No. 4 Budget for Fiscal Year 2010 (*continued from Dec. 7 & 14, 2009*)

(Record Part 3 @ 29:55 and Record Part 4)

*On file with the Clerk of the Board:*

- *Attendance Sheets*
- *Power Point Presentation*

Via a Power Point presentation Ms. Marlow provided a recap of the preliminary decisions achieved by the Board following the myriad budget workshops and review of several budget models considered.

The Chairman opened the floor to public comment and following remarks either in favor or not in favor of the proposed 2010 budget, public comment was closed at 4:32 p.m.

The Board recessed at 4:33 p.m., reconvening at 4:42 p.m. to continue its deliberation on the preliminary budget.

Following dialogue and suggested options for revision to the current proposal it was suggested:

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- Move forward with the Local 1845 proposal for reduced hours
- Take two additional layoffs (half time position from the Auditor; mailroom position)
- 24 furlough days for Emergency Management Director (the furlough days would not begin January 1 because additional time is needed to work through other options proposed by Commissioner Homola, she does not support the imposition of 24 furlough days)
- Take \$9,800 from Emergency Management for a Deputy Sheriff
- Sheriff Brown offered to surrender 5% of his salary and 5% in COLA
- Reduce proposed cut to the Prosecutor (offset by position in Central Services). If the idea does not create the envisioned result, then the recommendation was to transfer the savings to the Sheriff.
- The Sheriff will do without a new vehicle

The Regular Session recessed at 5:41 p.m., reconvening on Tuesday, December 29 at 8:00 a.m. for a Closed Session followed by a continuation of the Public Hearing on the Island County 2010 Budget, Resolution C-137-09.

*DECEMBER 29, 2009 AT 8:00 A.M. – REGULAR SESSION RECONVENED*  
(Record Part 1 and Record Part 2)

Chairman Dean reconvened the December 28 Regular Session at 8:00 a.m. on Tuesday, December 29, 2009, announcing that the Board would first meet in Closed Session with Elected Officials and Appointed Department Heads as allowed under RCW 42.30.140(4)(b), that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

At 9:10 a.m. the Chairman re-opened the Public Hearing on Resolution C-137-09 Adopting the Island County Budget and Diking District No. 4 Budget for Fiscal Year 2010 (*continued from Dec. 7 & 14, 2009*).

Ms. Marlow summarized the proposal for the Sheriff's Department:

- Accept the reductions offered in Emergency Management plus 24 furlough days, resulting in about a 9% reduction (the furlough days would not begin in January to allow time to consider other options for Emergency Management)
- Cost of a deputy of about \$73,000
- Sheriff Brown offered to donate 5% of his salary
- The Sheriff would reduce the number of vehicles purchased in 2010 by one
- The Sheriff indicated he would use the funds created from these actions by the Board toward maintaining a Deputy Sheriff
- The Sheriff, in his Communications and Supplies line, can come up with the other \$6,700

Commissioner Homola does not support a \$4,500 reduction in the salary of the Emergency Management Director. She also believes the Board should be careful to prioritize where necessary.

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Ms. Marlow indicated that in 2010 the budget will be reviewed with more expected modifications than in past years. For example:

- The Board wisely set aside \$100,000 in Commissioners Contingency for unsuspected needs
- Will address at the first staff session Ms. Riffe's pending request for additional staffing to help her department get through an employee's medical leave
- Assessor/Treasurer computer system
- Ms. Marlow will look at grant contracts for supplanting language. She will return with a proposal on how the County might work with other entities plus use grant funds to possibly remove furlough days from Emergency Management
- Mr. Hollett will look at his communications grants for possible resolution
- Commitment for a quarterly public process for adjustment to the budget in 2010

Modifications to the 2010 budget, per Elected Officials and Board, included:

- Reinstate Emergency Management with changes
- Sheriff's lay-off of one Deputy Sheriff, not two
- Lay-offs in both the Auditor's office and Central Services
- Mid-year layoff of Deputy Prosecuting Attorney
- Lay-off notice was submitted to Court Commissioner; however, that decision is pending due to the fact that Judge Hancock is temporarily covering San Juan and revenue will be received for his services. Ms. Marlow proposed leaving a \$23,000 reduction to that budget for now.
- Change in funding for IDIPIC

IT WAS MOVED BY PRICE JOHNSON, SECONDED BY HOMOLA, to ACCEPT the modifications to the budget as proposed and ADOPT Resolution C-137-09 Adopting the Island County Budget and Diking District No. 4 Budget for Fiscal Year 2010. MOTION CARRIED: 3-0

The Board requested:

- That Ms. Marlow work with the Sheriff to realize potential grant funding to restore the 10% salary loss to Mr. Hollett
- That Ms. Marlow work with Emergency Management and those grants for possible savings.
- A meeting with Departments early in the year to address needs

Commissioner Homola will discuss with the Sheriff the idea of having a lieutenant trained in emergency management for back-up purposes.

Budget Director

Resolution C-153-09 Amending 2009 Island County Budget

By agreement of the Board the public hearing on Resolution C-153-09 was recessed to Wednesday, December 30 at 9:00 a.m.

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UNTIMED ITEMS

Commissioners

Memorandum of Understanding between Island County and Local 1845

IT WAS MOVED BY PRICE JOHNSON, SECONDED BY HOMOLA, to ACCEPT the Memorandum of Understanding as presented. MOTION CARRIED: 3-0

Commissioner Homola plans to meet with the Treasurer, Auditor, Assessor and Ms. Marlow to look at revenue and expenditure projections with various scenarios, apply those to a matrix, for hopefully a better understanding of where the County will be over the next 10 years.

It was agreed that the Board will invite citizens to participate in a Public Engagement Project relating to financial concerns of the County.

Following dialogue, it was agreed in response to additional budget shortfalls and diminished staffing levels that the following office hours be instituted:

*County offices in Coupeville will be open to the public Monday through Thursday, 9:00 a.m. to 4:00 p.m. and closed to the public on Fridays in order to provide staff uninterrupted time to complete work. The Friday closures also accommodate some reduction of staff hours, as agreed upon Dec. 22 by one of the courthouse employee unions.*

*On the Coupeville campus Planning, Public Works, and Health permit centers, as well as the Sheriff's Administrative Department, will be open to the public 8:00 a.m. to 4:30 p.m. Monday through Thursday and closed to the public on Fridays.*

*Other offices that will maintain their usual hours of operation are: Law and Justice (with the exception of the Sheriff as noted above), Human Services, Nursing, South Whidbey Health, the Oak Harbor Family Resource Center, the Camano Clinic, District Court, the Road Shops, and Solid Waste. The Camano Annex will maintain its usual hours Monday through Thursday but will close Friday.*

At 9:55 a.m. the Board recessed the Regular Session, reconvening at 9:00 a.m. on Wednesday, December 30.

*DECEMBER 30, 2009 AT 9:10 A.M. – REGULAR SESSION RECONVENED*

Chairman Dean reconvened the December 28 Regular Session at 9:10 a.m. on Wednesday, December 30, 2009.

Budget Director

Resolution C-153-09 Amending 2009 Island County Budget  
(Hand-out provided and on file with the Clerk of the Board)

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Ms. Marlow presented the Resolution explaining the unforeseen expenditures, additional revenues identified to fund the expenditures, and the transfer of funds between portions of budgets as requested by departments.

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

IT WAS MOVED BY PRICE JOHNSON, SECONDED BY HOMOLA, to ADOPT Resolution C-153-09 Amending the 2009 Island County Budget. MOTION CARRIED: 3-0

UNTIMED ITEM

Central Services

Locking of the Buildings

*(Hand-out provided and on file with the Clerk of the Board)*

Ms. Caryl and Mr. Sherk provided proposed solutions for staff to access locked buildings when those buildings are closed to the public. Also addressed was the issue of mail receipt and delivery. Included was a discussion about how the Auditor's office would handle service of process on the County with limited staffing and closure to the public.

- Each department will be asked to have a phone tree in their office or some message at each main extension explaining the new office hours. The public will be required to leave messages and those messages will be checked periodically. Communication via email was suggested. Central Services will modify the main phone tree into the County and will also modify the website.
- On Fridays, the outside doors to the Admin and Annex buildings will remain locked. Affected department heads will have a key that would unlock both buildings.
- Meeting rooms will be closed to non-County groups on Fridays
- Mail delivery will not change
- Ms. Marlow, along with Ms. Caryl, will prepare an informational memo to be disseminated to departments
- Commissioners' staff will not answer phones on Fridays but voicemail and email will faithfully be checked.

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There being no further business to come before the Board the meeting adjourned at 10:05 a.m.  
The Board will meet next in Regular Session on January 4, 2010 beginning at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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John Dean, Chairman

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Helen Price Johnson, Member

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Angie Homola, Member

ATTEST:

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Elaine Marlow, Clerk of the Board