

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 18  
JANUARY 20, 2010 – WORK SESSIONS

**Public Works**  
**Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, January 20, 2010, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Angie Homola, Member  
John Dean, Member

**Staff:** Pam Dill

**Staff Present:** Bill Oakes, Steve Marx, Joantha Guthrie, Randy Brackett, Phil Cohen

**Others Present:** Elaine Marlow, Bob Peterson, Keith Higman, Aaron Henderson

**Roads**

(Record Part 1 @ :05

**Subject: Petition to Open Unopened County Right-of-Way: Permit No. UPW09-0214; Ridenour Street-Larry Lehtonen, Parcel No. R32901-235-0200**

**Attachment:** Right-of-Way Permit & Map

**Proposed Action:** Petition to open unopened County Right-of-Way on Ridenour St.

**Follow Up:** Set for public hearing.

**Subject: Road Levy Certification - 2010**

**Attachment:** yes

**Information:** The County Road Administration Board requests that every county legislative authority submit a certification showing the amount of the road levy fixed and the amount, if any, budgeted in accordance with RCW 36.33.220 for traffic law enforcement and/or any other purpose from diverted road levy no later than February 1<sup>st</sup> of each year.

**Follow Up:** Once Bill has the estimated revenue numbers he will bring the Road Levy Certification to a Monday Board meeting.

**Subject: Crescent Harbor Road Widening**

**Attachment:** PSE Limited Use Permit; Permit No. 31-33-02-0112

**Proposed Action:** Agreement with Puget Sound Energy; Permit for Limited Use of Operating Property (Permit #31-33-02-0112); Crescent Harbor Road;

**Follow Up:** Okay with Board to move forward to Monday's agenda.

**Public Works**

**Subject: Parks Plan Consultant Agreement**

**Attachment:** LA Agreement PW-1020-001

**Discussion:** Consultant Agreement - Moore Iacofano Goltsman, Inc.; Island County Parks & Habitat Conservation Plan; Complete Parks & Habitat Conservation Plan; \$89,808,33;

The County has entered into a Memorandum of Understanding with WCLT to help fund the creation of a Parks Plan. The County will be using REET funding, with approval from the State Auditor, for their portion. If REET funds are not available the Budget Director and Public Works Director will work out a financing plan.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 19  
JANUARY 20, 2010 – WORK SESSIONS

**Follow Up:** For discussion only will come back to a future work session.

**Subject: Parks Donation – Playground Equipment**

**Attachment:** Photo

**Proposed Action:** Place at Rhody Park on a wood chip bed; will require installation of a concrete pad to anchor equipment.

**Follow up:** Okay with Board. Will need to check with Central Whidbey Historical Preservation District Review Committee.

**Add-on**

**Subject: Storm activity**

**Attachment: none**

**Information:** Bill updated the Board on the effects of the recent storm activity over the weekend. Multiple trees down on both islands and reports of some lowland flooding. Driftwood Way slide has started to mobilize again.

**Subject: Meals Ready to Eat**

**Attachment: none**

**Proposed Action:** Approval of 240 Meals Ready to Eat (MRE's) for stockpile and use during disaster response.

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject: Storm & Surface Water Utility**

**Attachments: yes**

**Discussion:**

- What services will be included?
- What will the scope of the services be?
- Determine the boundary?
- Determine the rationale for a fee structure.
- Exemptions

Define the need for utility formation

- \$10.7 million known outside of ROW projects (drainage complaints and county surveys of the infrastructure)
- Each year the County generates 3-5 projects with an average cost of \$200,000
- Existing program = \$300,000 per year for outside the ROW
- Lack of capacity to respond to quality impairments and verify regulatory compliance

Review of other programs

- Evaluated six different jurisdictions that have formed storm and surface water utilities
- Provided the scope of the programs and services, rate calculation methodology, rates and exemptions (per statute- Rainwater harvesting projects must be reduced by 10% minimum and forest and timber land must be exempt)

Apply Covell test (legal test) to proposed program elements

- Prime purpose is to raise revenue or to regulate activity;  
Money collected must be allocated only to the authorized regulatory purpose; and  
Direct relationship between the fee charged and service received

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 20  
JANUARY 20, 2010 – WORK SESSIONS

by those that pay  
Program elements proposed meet the legal test

Develop draft outreach plan for utility formation

- Stake holder meetings (WRAC, MRC, Beach Watchers, Water Associations, TAG (salmon recovery) , etc
- Press releases
- Website – FAQ’s etc.
- Regional public meetings
- Public hearing
- Vote

Next Steps - Provide the following:

A more detailed breakdown of each program element

A better understanding of the parcel data

Information on how many parcels would meet the state statute for exemption, other exemptions (tidelands)

How the program would be implemented and the administrative impacts of the program

Funding for outreach efforts

**Follow up:** Gather information and bring back to work session for further discussion.

**Planning & Community Development**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, January 20, 2010, at 11:15 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
John Dean, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Staff Present:** Bob Pederson, Paula Bradshaw

**Others Present:** Elaine Marlow, Steve Erickson, Marianne Edain, Larry Kwarsick, Larry Larson

(Record Part 1 & 2:11:50)

**Subject:** Review of staffing level in light of final budget

**Attachment:** none

**Proposed Action:** Approve recall of .5 FTE, Permit Tech II (replacement position)

**Follow up:** Okay with Board.

**Subject:** ZAA 213/08 Leonard & Susan Perry

**Attachments:** Transmittal & Report Memorandum

**Discussion:** Discussion tabled.

**Subject:** Continued discussion 2010 Planning Docket

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 21  
JANUARY 20, 2010 – WORK SESSIONS

**Attachment:** ICC 16.26 Comprehensive Plan/Development Regulation Review and Amendment Procedures/Planning Work Program -2010

**Discussion:** ICC 16.26.060, Annual Review Procedures, states:

On March 1 of each year, the Planning Director shall forward to the Board and Planning Commission a complete listing of amendments. The Planning Director reviews the Annual Review Docket with the Board by April 1 of each year. The review will consider whether any proposed amendment should remain on the Annual Review docket or be moved to the Seven-Year Review Docket.

**Zoning Code Changes & General Planning**

Add- Permit Review Timeframes – Matching ICC with the RCW’s – 80 hours

Delete – WEAN’s request: New AG Facilities & BMP’s – 800 hours

**Planning Commission Docket & Long Range Planning**

Add - Revise ICC 16.19 – permit processing to conform to RCW – 80 hours

Delete – AG Ordinance Implementation – 1,344 hours

**Follow up:** Discussion only.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, 2010, at 1:05 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair      **Staff:** Pam Dill  
                                 Angie Homola, Member  
                                 John Dean, Member

**Staff Present:** Keith Higman, Kerry Graves, Aaron Henderson, Suzanne Turner, Linda Telles, Carrie McLachlan

**Others Present:** Elaine Marlow

**Administration**

(Record Part 2 @2:20)

**Subject:** 2009 Island County Response to H1N1 Pandemic Influenza

**Attachment:** none

**Information:** Health will provide an after action report at the Board of Health meeting on February 16, 2010.

**Nursing Services**

**Subject:** Request for exception form the competitive solicitation procurement Consultation services for the Parent Education Program provided since 2004 by Bess Windecker Nelson PhD

**Attachment:** Ltr dated 1/4/10 from Keith Higman to BOCC

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 22  
JANUARY 20, 2010 – WORK SESSIONS

**Proposed Action:** Request for an exception from competitive solicitation procurement from the 2010 contract with Dr. Windecker Nelson for the period of 1/1/10 through 12/31/10 as required by Island County Code 2.29.030(B)(12).

**Follow up:** The Board approved the request for exception.

**Subject: Contract with Bess Windecker Nelson, PhD for the Parent Educator Program**

**Attachment:** contract

**Proposed Action:** Contract No. HD-01-10 to provide facilitation to Partners for Young Children, act as Coordinator for the 2010 Children's Day event, and provide education to child care providers and early learning training; Contract Amount: \$16,000.00; Terms of Contract: 1/1/10-12/31/10.

**Follow up:** The Board approved moving the contract forward following risk and legal review.

**Subject: Evergreen AIDS Foundation Work Order**

**Attachment:** Work order #09-01, extension to expired Contract HD-03-08

**Proposed Action:** Island County Public Health's contract to provide HIV Medical Case Management was not renewed when the contract lapsed on 3/30/09. Evergreen AIDS has obtained funding and is providing a work order to allow for billing of Case Management Services provided during the period of 3/31/09 through 10/31/09; \$13,405.00.

**Follow up:** The Board approved moving forward with Work Order after legal review.

**Facilities Department**  
**Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, January 20, 2010, at 1:36 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Angie Homola, Member  
John Dean, Member

**Staff:** Pam Dill

**Staff Present:** Dan Sherk, Facilities Director

**Others Present:** Elaine Marlow, Larry Larson

(Record Part 2 @ 31:35)

**Subject: Personnel issues**

**Attachments:** none

**Proposed Action:**

PAA for .75 FTE Camano Island Custodian, replacement position for Ron Clifford who is retiring, hire date 2/1/10.

PAA for .50 FTE Night Custodian, replacement position for Kimberly Weatherford, hire date 1/25/10

**Follow up:** Okay with Board.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 23  
JANUARY 20, 2010 – WORK SESSIONS

**Juvenile & Family Court Services**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, January 20, 2010, at 1:42, in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**      **Helen Price Johnson, Chair**                      **Staff: Pam Dill**  
   **Angie Homola, Member**  
   **John Dean, Member**

**Staff Present:**    **Mike Merringer, Channing Gredvig**

**Others Present:**   **Elaine Marlow**

(Record Part 2 @ 38:25)

**Subject: Agreement to provide Anger Management Counseling to Treatment Court participants**

**Attachment:** yes

**Proposed Action:** Agreement with Karen Lewis to provide Anger Management Counseling to Treatment Court Participants: Contract No.: RM-JUV-10-0001, \$500.00

**Follow-up:** Okay with Board to move forward to Mondays agenda.

**Subject: Agreement to provide Psychological Evaluations services for Family Treatment Court participants.**

**Attachment:** yes

**Proposed Action:** Agreement with Robin LaDue & to provide Psychological Evaluation services for Family Treatment Court Participants: Contract No: RM-JUV-09-0539, \$500.00

**Follow-up:** Okay with Board to move forward to Monday meeting.

**Subject: Agreement to increase detention contract with Skagit to not exceed \$25,000**

**Attachment:** yes

**Proposed Action:** Amendment No. 1 to Interlocal Agreement with Skagit County regarding Juvenile Detention Services: Contract No: RM-JUV-09-0546, \$25,000.00 - Contract would increase Skagit's compensation for detention services from \$5,000 to \$25,000.

**Follow up:** Okay with Board to move forward to Monday meeting.

**Island County Auditor**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, January 20,, 2010, at 2:04 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**   **Helen Price Johnson, Chair**                      **Staff: Pam Dill**  
   **Angie Homola, Member**  
   **John Dean, Member**

**Present:**                      **Sheilah Crider, Anne LaCour**

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 24  
JANUARY 20, 2010 – WORK SESSIONS

**Others Present:** Elaine Marlow

(Record Part 2 @ 59:46)

**Subject:** Amend Capital Outlay Purchases and Accountability Resolution C-132-08

**Attachment:** yes

**Proposed Action:** Resolution to amend the policy to delete the sentence “Periodic inventories and inspections will be made of these items by the County Auditor” and replace it with “Regular physical inventories will be taken annually in December and January by each department prior to certifying asset property inventory. The inventory will be taken in accordance with standards set by the state auditor as set forth in the BARS manual.”

**Follow up:** Okay with Board to bring forward resolution amending the Procedures for Capital Outlay Purchases and Accountability.

**Subject:** Elections fund balance for equipment

**Attachment:** yes

**Proposed Action:** Take ½ of the overhead costs which are billed to other jurisdictions and designate this amount to be set aside for equipment replacement.

**Follow up:** The Board approved designation of fund balance for ½ the overhead costs billed.

**Subject:** Update Help America Vote Act (HAVA) grant

**Attachment:** none

**Information:** Completed HAVA grant requests for 2 Kodak i690 Scanners and 2 Election computers. They should have the grant results by April 1, 2010.

**Subject:** Installation of 4<sup>th</sup> workstation in Licensing

**Attachment:** none

**Proposed Action:** Workstation is complete and operational.

**WSU / Extension Services**  
**Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, January 20, 2010, at 2:22 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Angie Homola, Member  
John Dean, Member

**Staff:** Pam Dill

**Staff Present:** Judy Feldman

**Others Present:** Elaine Marlow

(Record Part 2 @ 1:18:25)

**Subject:** Personnel issues

**Attachments:**

**Proposed Action:** PAA for .70 FTE Lighthouse Program Coordinator, replacement position - Gloria Whalen retired

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 25  
JANUARY 20, 2010 – WORK SESSIONS

PAA for .50 FTE Master Gardener Program Coordinator , replacement position – Stacey Neumiller resigned

**Follow up:** Okay with Board.

**Subject: Update on contract**

**Attachments:** draft contract

**Information:** Still in process, but very close to formalizing the Cooperative Agreement between Washington State Parks and Recreation Commission and WSU.

**Subject: Update on hiring process for Director position, and on state budget impacts**

**Attachments:**

**Proposed Action:** Applications for the Director positions are coming in and will be reviewed for the first time on February 15, 2010.

**Human Resources**  
**Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, January 20, 2010, at 2:34 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Angie Homola, Member  
John Dean, Member

**Staff:** Pam Dill

**Staff Present:** Larry Larson, HR Director

**Others Present:** Elaine Marlow, Keith Higman, Whitney Webber

(Record Part 2 @1:30:15)

**Subject: Employee Wellness Program**

**Attachment:** yes

**Proposed Action:** Whitney Webber briefed the Board on the Wellness Program and 2010 WCIF/WCIP grant proposal.

**Follow up:** Present at roundtable on Monday, January 25, 2010.

**Subject: Changes to Vacation Policy**

**Attachment:** yes

**Proposed Action:** Larry presented 5 alternatives for modifying the vacation policy for employees with 20 years of service with Island County.

1. Keep the current rate of accrual of vacation time, but allow an employee to annually sell back a certain number of hours.
2. Install a ceiling on the amount of vacation time that an employee may earn in any one year.
3. Install caps on the amount of vacation that could be earned and allow the employee an option of selling leave back.
4. Create a PTO system for sick leave, vacation leave, additional annual leave, and holidays.
5. Install caps and do nothing else.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 26  
JANUARY 20, 2010 – WORK SESSIONS

It was Larry's opinion that alternatives one and two address the issues without creating additional changes in how the County does business.

**Follow up:** The Board will review the proposal.

**Assessor**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Assessor on Wednesday, January 20, 2010, at 2:55 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Angie Homola, Member  
John Dean, Member

**Staff:** Pam Dill

**Present:** Dave Mattens, Assessor

**Others Present:** Elaine Marlow

(Record Part 2 @2:51:02)

**Subject:** Mapping Division

**Attachment:** none

**Information:**

*Segregation Section – Backlog Update*

December 2009	155
January 20, 2010	154

*Cartography Section*

Progress report on Broadband grant for GIS parcel layer – working on cleanup work

**Subject:** Appraisal Division

**Attachment:** none

**Information:**

*Levy update:* Received final review audit from DOR

*Personal Property:* Mailing ~ 1600 "Additions & Deletion Forms" (look into bulk mail permit)

*Residential:* +-50% complete with reval Area 5

**Subject:** Administration Division

**Attachment:** none

**Information:**

*Senior Citizen* - ~ 1800 update applications to be mailed in February

*Current Use* – Technology fees, increase application fees for Open AG and Designation Forest

**Follow up:**

**Subject:** Technology

**Attachment:** none

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 27  
JANUARY 20, 2010 – WORK SESSIONS

**Information:** Road trip to Skagit County, Wednesday, February 10, 2010, for True Automation demonstration. February 12, 2010 demonstration in Commissioner's Hearing Room at noon.

**Department of Emergency Services**  
**Summary Minutes**

Staff Session was held between the County Commissioners and the Department of Emergency Services on Wednesday, January 20, 2010, at 3:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Angie Homola, Member  
John Dean, Member

**Staff:** Pam Dill

**Staff Present:** Dave Hollett

**Others Present:** Elaine Marlow, Wylie Farr

(Record Part 2 @2:06:20)

**Subject:** Emergency Vehicle Permit renewal

**Attachment:** none

**Proposed Action:** Application with Washington State Patrol for renewal of Authorized Emergency Vehicle Permit (AEVP).

**Follow up:** Okay with Board.

**Budget Director**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, January 20, 2010, at 3:22 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Angie Homola, Member  
John Dean, Member

**Staff:** Pam Dill

**Staff Present:** Elaine Marlow, Budget Director

**Others Present:** Anne LaCour

(Record Part 2 @ 2:18:00)

**Subject:** Noxious Weed Control Board applicants

**Attachments:** yes

**Proposed Action:** Consider applicants for vacancies on the Noxious Weed Control Board in Districts II, III and IV. Two applications were received for District III, none for the other two districts.

**Follow-up:** Move forward with recommendation on Monday. Re-advertise for vacancies in District II & IV.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 28  
JANUARY 20, 2010 – WORK SESSIONS

**Subject: Proclamation for Hearts and Hammers**

**Attachments:** yes

**Proposed Action:** Commissioner Homola moved to approve the resolution congratulating the South Whidbey and Central Whidbey Hearts & Hammers on their Neighbors Helping Neighbors Program. The motion was seconded by Commissioner Dean and carried unanimously.

**Subject: Formation of citizens committee**

**Attachments:** none

**Discussion:** The Board discussed the formation, makeup and mandate of the committee.

**Follow-up:** Continue discussion to next work session.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Angie Homola, Member

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John Dean, Member

ATTEST:

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Elaine Marlow, Clerk of the Board