

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

Work Session was held between the County Commissioners and Public Works on Wednesday, March 3, 2010, at 9:06 a.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:** Bill Oakes, Randy Brackett, Steve Marx

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

**Public Works/Parks**

(Record Part 1 @:05)

**Subject:** Thank You Letter to Li-Yeh Huang – Donation of Deer Lake Lot to County

**Attachment:** Draft Thank You Letter

**Proposed Action:** Letter of Appreciation to Ms. Li-Yeh Huang for Property Donation at Deer Lake (Lot 40, Plat of Deer Lake Haven)

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

**Add-ons**

**Subject:** PAA

**Attachment:** none

**Proposed Action:** Transportation Planner – Principal Planner IV – Position is 85% grant funded – New hire date March 8, 2010. (Mike Morton is retiring at the end of April)

**Follow up:** Okay with Board.

**Subject:** PO for Striper

**Attachment:** none

**Proposed Action:** Purchase Order No. 8174 – Painters Alley, LLC; Graco 5900 Walk Behind Striper; \$7,174.20 (incl. WSST)

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

**Subject:** Interlocal agreement with the City of Oak Harbor for roadway maintenance

**Attachment:** Interlocal agreement

**Proposed Action:** Agreement – City of Oak Harbor; Interlocal Agreement for Roadway Maintenance.

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

**Subject:** Saratoga Wood CIP

**Attachment:** Project Photographs

**Discussion:** Bill discussed various options with the Board for removing the three old hazardous buildings in Saratoga Woods.

**Follow up:** Information only, no action taken.

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**Subject: Adopt-A-Park Program: Revising Island County Code Chapter 9.40, Island County Parks Property Rules & Regulations**

**Attachment:** Draft Ordinance

**Proposed Action:** Schedule Public Hearing – Revision to Ordinance In the Matter of Establishing Island County Adopt-a-Park Program and Revising Island County Code Chapter 9.40, Island County Parks Property Rules and Regulations.

**Follow Up:** Okay with Board to schedule public hearing.

**Subject: Cavalero Boat Ramp Launch Fee**

**Attachment:** none

**Proposed Action:** Bill proposed including all of the County's boat ramps on Camano in the proposed boat launch fee (Cavalero, Utsalady, Maple Grove). The Board suggested changing the fees they proposed previously to the following:

Resident (renters and landowners)	\$ 5.00	Annual Pass	\$30.00
Non-Resident	\$15.00	Annual Pass	\$90.00

**Follow Up:** Okay with Board to draft proposal for the Board's consideration.

**Add-on**

**Subject: Oak Harbor/NAS Whidbey/Island County right of way issues**

**Attachment:** none

**Proposed Action:** The Navy would like to construct water and fuel lines in both city and county right-of way. The water line project is ARRA funded and on a short timeline. The Navy, city, and county right of way rules and requirements have presented some conflicts.

**Follow up:** Commissioner Homola has a meeting with the CO of the base tomorrow to discuss the issue. Bill Oakes will attend to provide staff support.

**Roads**

**Subject: Natural Systems Design On-Call Contract**

**Attachment:** yes

**Proposed Action:** Agreement – Natural Systems Design, LLC; On-call Stream & Riparian Management; \$300,000.00, Completion Date March 31, 20113.

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

**Add-on**

**Subject: Maple Grove Beach Boundary Line Adjustment**

**Attachment:**

**Proposed Action:** postponed

**Follow up:**

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, March 3, 2010, at 10:12 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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**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, Mark Knutson, The Hartford

(Record Part 1 @1:05:39)

**Subject:** Deferred Compensation – The Hartford

**Attachment:** yes

**Proposed Action:** Mark Knutson, The Hartford, briefed the Board on investment option changes and the addition of “Model My Goals” to the Deferred Compensation Program.

**Follow up:** Okay with Board to move forward with change.

**General Services Administration**  
**Summary Minutes**

Work Session was held between the County Commissioners and General Services Administration on Wednesday, March 3, 2010, at 10:26 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:** Betty Kemp, Director, Bruce Rohm

**Others Present:** Elaine Marlow, Kelly Mauck, Undersheriff

**GSA Motorpool**

(Record Part 1 @ (1:20:51))

**Subject:** Island County Sheriff’s Office vehicle purchase (approved in 2010 budget)

**Attachment:** PO

**Proposed Action:** Purchase Order No. 8723 – Dwayne Lane Fleet; Purchase of four (4) 2010 Dodge Chargers; Amount: \$109,885.44, incl. freight & WSST.

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

**Human Services**  
**Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, March 3, 2010, at 10:32 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

**Staff:** Pam Dill

**John Dean, Member**

**Staff Present:** Jackie Henderson, Human Services Director, Lynda Richards

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

**Administration**

(Record Part 1 @ 1:26:34)

**Subject: Community Counseling Connections Program**

**Attachment:** none

**Discussion:** Jackie updated the Board on the new Community Counseling Connections Program for mental health services for clients without insurance or Medicaid.

**Subject: DSHS Demonstration Project/Grant**

**Attachment:** none

**Information:** Kiosk to be placed in Human Services office for citizens to apply for DSHS services.

**Housing**

**Subject: Homeless Housing Contracts**

**Attachment:** yes

**Proposed Action:** Contract Amendment No. 5 with Housing Authority of Island County. Amendment No. 5 renews the existing contract to provide services and activities to administer the Homeless Housing Plan. Contract No. RM-BUDG-06-0006; Renewal amount: \$105,656

**Follow up:** Okay to move forward once through legal and risk review.

**Subject: Housing Authority Project Based Leasing Contract Amendment #1**

**Attachment:** contract

**Proposed Action:** Contract to establish clean and sober transitional housing for homeless persons exiting from jail, prison, hospitals, or mental health or chemical dependency treatment facilities, in order to reduce recidivism to jail and other institutions, decrease court costs, and dramatically reduce housing costs; Contract No. HS-09-08; Prior Contract Amount: \$408,530.00; Amendment Amount decreased by \$138,084.00.

**Follow up:** Okay to move forward once through legal review.

**Substance Abuse**

**Subject: DSHS/DASA Alcohol/Substance Abuse Treatment and prevention Contract Amendment**

**Attachment:** yes

**Proposed Action:** Contract Amendment with WA State Department of Social and Health Services (DSHS). Contract Amendment changes Section 15 Target requirements, establishes requirements for using State Grant-in-Aid funds for Prevention /services, and updates the Service Rates Plan. No change in funding amount. Contract No. 0963.68036-02

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

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

Work Session was held between the County Commissioners and the Department of Emergency Services on Wednesday, March 3, 2010, at 10:52 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:** Dave Hollett, Director

**Others Present:** Elaine Marlow

(Record Part 1 @1:46:18)

**Subject:** National Association of County and City Health Officials (NACCHO) Grant

**Attachment:** yes

**Proposed Action:** Grant Agreement with National Association of County and City Health Officials for support of approved Medical Reserve Corps projects. Contract No.: MRC 10 0441. Amount: \$5,000 (RM-DEM-10-0037)

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

**Subject:** Terry Otey Request for support

**Attachment:** yes

**Discussion:** Terry Otey owns a storage container facility on South Whidbey. He has offered to provide portable containers to store emergency equipment and transport the containers to any location at a reduced rate. Dave Hollett expressed concern about having all of the emergency equipment stored in one warehouse. Currently the CERT team has three separate containers on the south end with the same equipment in each container.

Commissioner Price Johnson noted that this was not a need that has been identified in the County's Emergency Management Plan.

**Follow up:** No action taken.

**Health Department**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 3, 2010, at 11:00 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:** Keith Higman, Kerry Graves, Dr. Roger Case, Suzanne Turner, Linda Telles, Carrie McLachlan

**Others Present:** Elaine Marlow, Jackie Henderson, Matt Kukuk, Bob Peterson

*Note: The first Health Department Staff Session of the month is designated for informal discussion of Board of Health matters.*

**Administration**

(Record Part 1 @ 2:00:45)

**Subject: Memorandum of Understanding between Island County Health Department and Island County Human Services**

**Attachment:** no

**Proposed Action:** The Health Department does not currently employ a Behavioral Health Specialist to refer Maternal Support Services clients to when appropriate. Compass Health was contracted in the past but has declined to continue the contract. The Health Department intends to put out an RFP for the Behavioral Health Specialist services but needs to have qualified coverage in the interim. Human Services has an individual on staff with the required credentials and she has agreed to provide coverage on a temporary basis while the Health Department goes through the RFP process. The Health Department will reimburse Human Services for their employee's cost for the actual time used under this agreement.

**Follow up:** Okay with Board.

**Subject: Resource Enhancement**

**Attachment:** none

**Discussion:** The Resource Enhancement Division was originally started in the Planning Department in 2006 to house the Water Quality Monitoring Program, as well as Salmon Recovery and other environmental enhancement programs and is now housed in Environmental Health's family of programs.

Keith noted that there were a couple of resource issues that need to be resolved and he is seeking direction from the Board. The first is the requirement in the ordinance for wetland vegetation monitoring and the second is enforcement of the critical area regulations.

A brief discussion followed regarding policy issues that need to be resolved, the use of volunteers, and folding the program into the proposed storm and surface water utility.

**Follow up:** Keith will work with Bob Pederson on identifying the policy issues they need to work with the Board on and will make it clear the relationship between those policy implications and the proposed storm and surface water utility and schedule for future discussion with the Board.

**Subject: Contract with Department of Health – Consolidated Contract Amendment #22**

**Attachment:** contract

**Proposed Action:** Contract No. C14949, Amendment No. 22; adds \$6,362.00 to contract.

**Follow up:** Okay with Board to move forward following legal and risk review.

**Environmental Health**

**Subject: Out-of-State Travel Request**

**Attachment:** yes

**Proposed Action:** Out-of-State Travel Approval – Sally Waters to attend FDA training for the Food Safety Program on 'Special Processes at Retail' on April 26-27, 2010 in Salem, Oregon at a cost of approximately \$500.

**Follow up:** Okay with Board.

**Community & Family Health**

**Subject: Out of State Travel Request**

**Attachment:** Memo dated 3/3/10 from Keith Higman to BOCC

**Proposed Action:** Out-of-State Travel Approval – Suzanne Turner and Janet McWatt to attend the Omaha System training in Gresham, Oregon on April 14, 2010 at a cost of approximately \$500.

**Follow up:** Okay with Board.

**Subject: Agreement with DSHS – Trading Partner Agreement**

**Attachment:** yes

**Proposed Action:** Agreement with DSHS setting forth terms and conditions for all electronic data interchange communications for ProviderOne, the new DSHS Medicaid management Information system.

**Follow up:** Okay with Board to move forward following risk and legal review.

**Subject: ACHIEVE Community Coach Contract – Emmy Atwood**

**Attachment:** yes

**Proposed Action:** Contract No. HD-04-10 for \$4,506 for Community Coach required by ACHIEVE grant to work with the Achieve team to facilitate the leadership Team meetings, help with the “Change” reassessment report and work with the Achieve team in community events.

**Follow up:** Okay with Board to move forward following risk review.

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 3, 2010, at 1:00 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:** Bob Pederson, Paula Bradshaw

**Others Present:** Elaine Marlow, Dan Mitchell, Rufus Rose

(Record Part 2 @ 02:16)

**Subject: Hearing Examiner Contract – Amendment #1**

**Attachments:** yes

**Proposed Action:** Amendment No. 1 to Agreement for Professional Services with Michael Bobbink, extending the Hearing Examiner contract for three months \$11,325

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

**Subject: Oak Harbor UGA Expansion**

**Attachment:** yes

**Proposed Action:** City of Oak Harbor sent a letter on February 3, 2010 requesting the County schedule for Commissioner action completion of the City of Oak Harbor 2005 UGA expansion.



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

**Subject: Funding request**

**Attachment:** none

**Proposed Action:** Request for use of funds to provide water, coffee, and muffins/donuts for 30 attendees of a Basic SWAT class Island County will be hosting for the Criminal Justice Training Center.

**Follow up:** Board approved up to \$200.00.

**Prosecuting Attorney**  
**Summary Minutes**

Work Session was held between the County Commissioners and Prosecutor on Wednesday, March 3, 2010, at 1:37 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:** Greg Banks, Prosecuting Attorney, Caroline Morse, Wylie Farr, Kelly Mauck

**Others Present:** Elaine Marlow, Rufus Rose, Anne LaCour

(Record Part 2 @ 33:34)

**Subject: Credit Card for Prosecutor's Office**

**Attachment:** Resolution C-140-05 adopting a policy regarding issuance and use of credit cards for official county purposes

**Proposed Action:** Greg requested approval from the Board to obtain a County credit card.

**Follow up:** Okay with Board.

**Subject: Prosecutor's Office Caseloads for 2009**

**Attachment:** graphs

**Discussion:** Greg updated the Board on District Court caseload and staffing trends, felony prosecutions trends, and juvenile prosecution trends.

**Island County Treasurer**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, March 3, 2010, at 2:15 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:** Anamaria Nunez

**Others Present:** Elaine Marlow, Budget Director, Dave Mattens, Assessor

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(Record Part 2 @ 01:13:04)

**Subject: Real Estate Excise Tax Automation Grant Program Memorandum of Understanding**

**Attachment:** yes

**Proposed Action:** Memorandum of Understanding with WA State Dept. of Revenue for Real Estate Excise Tax Automation Grant Program to reimburse county costs incurred during installation of REET Affidavit automation system.

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

**Subject: True Automation Master License & Service Agreement**

**Attachment:** agreement

**Discussion:** The Board would like to have answers to the following concerns prior to signing the agreement.

- Compare Island County's contract with Whatcom and Skagit County's.
- Will the program integrate with another permitting system?
- What triggers acceptance of the system?
- Clarify travel expenditures.
- Establish a project manager. (Cathy Caryl)
- Include language that allows Island County to withhold final payment if the Treasurer and Assessor are not satisfied with the product.
- Provide Budget Director with estimated amount for staff overtime, 10 % contingency and the cost of hardware Central Services will have to purchase (not included in the REET MOU.)

**Follow up:** Continue discussion to the Board's March 10, 2010 work session.

**Budget Director  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 3, 2010, at 2:56 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:** Judy Feldman, Rufus Rose

(Record Part 2 @ 1:53:10)

**Subject: Services Agreement with Stacey Neumiller, dba NeuDesign**

**Attachments:** agreement

**Proposed Action:** Services Agreement with Stacey Neumiller, dba NeuDesign for Web Site Maintenance. Amount: \$7,120 (RM-WSU-10-0055)

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

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 63  
MARCH 3, 2010 – WORK SESSIONS

**Subject: Citizen Financial Review Committee**

**Attachment:** none

**Discussion:** The Board discussed the purpose and goals and timeline of the committee's work. The committee will be tasked with answering the following questions:

- Are our financial assumptions reasonable for Island County?
- What additional information would be helpful?
- What changes would you recommend in those assumptions?

**Follow up:** Elaine will provide the committee with pertinent financial information prior to their first meeting in April. The Board will make recommendations for appointment to the Citizen Financial Review Committee on Monday, March 8, 2010.

**Subject: Consider applicants for vacancy on Civil Service Commission**

**Attachments:** yes

**Information:** Consider appointments/reappointments to the Civil Service Commission.

**Follow-up:** Move recommendation forward to Monday's agenda.

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