

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 142  
JUNE 2, 2010 – WORK SESSIONS

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

Work Session was held between the County Commissioners and Public Works on Wednesday, June 2, 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      **Staff:** Pam Dill  
Angie Homola, Member  
John Dean, Member

**Staff Present:** Bill Oakes, Director, Steve Marx, Randy Brackett, Dave Bonvouloir, Bryant Mercil, Doug Holbert, Phil Cohen

**Others Present:** Elaine Marlow, Budget Director, Janet Hall, WSU Extension

(Record Part 1@00:05)

**Solid Waste**

**Subject:** Amend Litter Grant to reflect Department of Ecology budget cut

**Attachment:** Copy of Amendment No. 1

**Proposed Action:** Amendment No. 1 to Interagency Agreement between the Department of Ecology and Island County decreasing funding by \$27,200.00 for the Community Litter Cleanup Program.

**Follow Up:** Okay with Board.

**Subject:** Participation in Burn barrel exchange program with Department of Ecology

**Attachment:** none

**Information:** Island County will be participating in DOE's "Exchange your burn barrel for a compost bin" program.

**Follow Up:** Information only.

**Subject:** Bio- Solids Contract with Town of Coupeville

**Attachment:** none

**Proposed Action:** Island County has been accepting the Town of Coupeville's bio-solids on a conditional basis and the Town is requesting a long term agreement from the County. Bill recommended entering into a contract with the Town of Coupeville with a renegotiation clause dependent on the County's ability to land apply.

**Follow Up:** Okay with Board.

**Public Works**

**Subject:** Bid Award Recommendation – Kinney Street Parking Lot

**Attachment:** yes

**Proposed Action:** Bid Award – Kinney Street Parking Lot Improvements; Award to Krieg Construction; \$58,797.25 (including WSST)

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

**Subject:** Island County Fairgrounds RV Dump Station – Change Order No. 2

**Attachment:** Change Order No. 2, PWP 09-03; WO No. 453

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**Proposed Action:** Change Order No. 2 Todd Nysether Construction, LLC; Island County Fairgrounds RV Dump Station; Increase by \$2,047.69

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

**Surface Water**

**Subject: Sole Source Purchase – Culvert Repair of Beach Drive**

**Attachment:** Draft Resolution & Quotation

**Proposed Action:** Resolution in the matter of purchasing 72 inch plastic pipe with plastic encapsulated steel reinforcing ribs from Contech Construction Products, Inc., as sole source item exempt from competitive bidding.

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

**Roads**

**Subject: Terry's Corner Sidewalk Repair**

**Attachment:** Engineers Recommendation

**Proposed Action:** Bill recommended bid award to Konnerup Construction, as lowest bidder at \$6,167.85

**Follow up:** Okay with Board.

**Human Services  
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, June 2, 2010, at 9:45 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: Jackie Henderson, Director, Lynda Richards, Gerry Pfannenstiel**

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

(Record Part 1@44:10)

**Subject: Contract with Housing Authority of Island County**

**Attachment:** contract

**Proposed Action:** Island County Affordable Housing Advisory Board voted to provide Operations and Maintenance funds to the Housing Authority for the operation of a homeless shelter for families, the Garden House.; Contract Period: 5/1/10 – 4/30/11, subject to 2 one-year renewals; Contract Amount: \$3,500.00 (year one); \$3,500.00 (year two); \$3,500.00 (year three).

**Follow up:** Jackie will work with the Budget Director on this contract and bring back to the Board.

**Subject: Low Income Housing Surcharge, Homeless Housing Fund**

**Attachment:** none

**Discussion:** Discussion ensued about Human Service's responsibilities and administration of the various housing funds and programs.

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**Follow up:** Further discussion with Steve Guilford during Budget Director's agenda.

**Subject: Out of State Travel approval**

**Attachment:** no

**Proposed Action:** Approval for Charlene Ray to present and attend the workshops at the National Conference of School Social Workers in New Mexico in October, 2010; \$1500.00

**Follow up:** The Board approved reimbursement for travel costs up to \$1500.00 not borne by the sponsoring organization.

**Subject: Chemical Dependency Treatment Budget with DSHS**

**Attachment:** none

**Proposed Action:** Request for use of 1/10 of 1% funds to supplement administration cost; \$11,674.00

**Follow up:** Okay with Board.

**Subject: Veteran's Assistance Program**

**Attachment:** Voucher No: 7700137 – pulled by BOCC

**Proposed Action:** Approval to pay Whidbey General Hospital bill for claimant Lyle G. Harrison; Amount: \$2,350.50

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

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

Work Session was held between the County Commissioners and General Services Administration on Wednesday, June 2, 2010, at 10:20 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, Budget Director

(Record Part 1@1:18:03)

**Island County Fair**

**Subject: Bid Award Recommendation Fair Entry Booth Project**

**Attachment:** Bid Award Recommendation & Bid comparison

**Proposed Action:** Award bid to lowest responsible bidder, Todd Nysether Construction, LLC for completion of County Fair Entry Plaza completion project at a total cost to Island County of \$27,332.39 incl. WWST in the amount of \$2,187.59.

**Follow Up:** Okay with Board.

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

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Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, June 2, 2010, at 10:25 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:** Mike Merringer, Administrator, Greg Banks, Caroline Morse, Wylie Farr, Sheriff Brown

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

(Record Part 1 @1:24:24)

**Subject:** Travel reimbursement voucher

**Attachment:** yes

**Proposed Action:** Section 4 of the newly revised Travel Policy states "Employees shall not receive monetary reimbursement or per diem for any travel related expenses from the County if they are eligible for reimbursement from another agency or entity, regardless of the rate of reimbursement."

The issue came up when Judge Hancock attended a conference for his continuing judicial education requirements. The Administrator of the Courts (AOC) partially reimburses for judicial training. Lodging for the conference totaled \$595.00; AOC covered \$180.00.

**Follow-up:** The Board waived Section 4 and approved the travel reimbursement voucher. The Travel Policy will be revisited once the new Human Resources Director has been hired.

**Subject:** Contract with Phoenix Recovery Service LLC

**Attachment:** yes

**Proposed Action:** Contract with Phoenix Recovery Services LLC for collection of urinalysis for Drug Court participants; Amount: \$3,000.00.

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

**Subject:** Contract with the Administrator of the Courts

**Attachment:** yes

**Proposed Action:** Contract with the Administrator of the Courts for Title 26 Guardian Ad Litem Services funding for indigent individuals. Amount: \$2,580.00.

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

**Subject:** PAA for part-time Detention Officer

**Attachment:** none

**Proposed Action:** PAA for a part time Detention Officer; replacement position.

**Follow-up:** Okay with Board.

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

Work Session was held between the County Commissioners and Prosecutor on Wednesday, June 2, 2010, at 10:38 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:** Greg Banks, Sheriff Brown, Mike Merringer, Wylie Farr, Caroline Morse

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

(10:38:47)

**Subject:** update

**Attachment:**

**Information:** The Department of Commerce is cutting funding for the Victim Witness Coordinator position established through a legislative enactment 2 years ago. There was turnover in the position twice and periods when it was vacant and the funding was not being spent causing the state to determine that the County was unable to use the entire grant and cut the funding by 33% which will result in a corresponding reduction in force.

**Sheriff**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, June 2, 2010, at 10:47 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:** Sheriff Mark Brown, Wylie Farr, Mike Merringer, Greg Banks, Wylie Farr, Caroline Morse

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

(Record Part 1 @ 10:47:02)

**Subject:** Crime statistics

**Attachment:** none

**Discussion:** Sheriff Brown informed the Board that the preliminary crime statistics produced by Washington Association of Sheriff's and Police Chiefs (WASPC) for 2009 show lower than actual crime rates for Island County due to a data entry error. He is working with WASPC to make those corrections.

**Subject:** Colton Harris Moore

**Attachment:** none

**Discussion:** Sheriff Brown indicated that he continues to share investigate information with the various police agencies involved in apprehending Colton Harris Moore but not with private interest groups, bounty hunters, etc.

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**Island County Clerk**  
**Summary Minutes**

Staff Session was held between the County Commissioners and the Clerk's Office on Wednesday, June 2, 2010, at 10:54 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:** Patricia Terry, Clerk, Mike Merringer, Greg Banks, Sheriff Brown, Wylie Farr, Caroline Morse

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

(Record Part 10:54:40)

**Subject:** Updates

**Attachment:** none

**Discussion:**

- Researching how the money that comes from the State Archives is currently being used. The Clerk's Office is approaching critical mass with regards to records/offsite storage issues. Also investigating disaster management grants for records preservation.
- Replacing/adding several keyboard trays to desks in the Clerk's office to avoid repetitive stress injuries. Using the existing small equipment budget.
- New collections clerk working out well. Patricia feels more hours are warranted now that the job is being done more completely. She will track closely over the next 3 months and report back to the Board. She may consider short term increase in hours to facilitate data entry of new collection fee – projected to have a significant impact on department revenues.

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

Work Session was held between the County Commissioners and the Planning Department on Wednesday, June 2, 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                      **Staff:** Pam Dill  
Angie Homola, Member  
John Dean, Member

**Staff Present:** Bob Pederson, Director, Paula Bradshaw, Kyla Walters, Anthony Boscolo, Brandon Sweeza

**Others Present:** Elaine Marlow, Budget Director, Marianne Edain, Dan Mitchell

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(Record Part 1 @ 2:01:49)

**Subject: ZAA 213/08**

**Attachments:** Planning Commission Findings of Fact, Staff Transmittal

**Proposed Action:** Applicants, Leonard & Susan Perry, request to rezone parcel No. R22913-200-0970, an 18.5 acre parcel from Commercial Agriculture to Rural Agriculture, amending Island County Zoning Code Map #321 as a technical amendment.

**Follow up:** Okay with Board to move forward to Monday's agenda to set for public hearing.

**Subject: Shoreline Master Program update**

**Attachment:** none

**Discussion:** The SMP update is a 3 year process, with final adoption targeted from the end of 2012. The next step is a grant submittal to the Department of Ecology. The grant would provide funding for consulting services for public outreach, developing and reviewing Best Available Science, peer review and a full time staff position to work on the update.

**Follow up:** Okay with Board to move forward with RFP to select consultant. Bob will transmit grant proposal to the Board for their review prior to formal approval.

**Subject: Code Amendments**

**Attachment:** none

**Proposed Action:** Amend Island County Code so that any permit involving SEPA would be treated as a Type 2 permit allowing the underlying action to be appealed along with the SEPA.

**Follow up:** Okay with Board to move ahead with code amendment.

**Subject: Hearing Examiner Contract**

**Attachment:**

**Proposed Action:** An additional month extension to the current Hearing Examiner contract is needed to allow sufficient time to conduct interviews and the subsequent contract review. The current contract will expire June 30, 2010.

**Follow up:** Okay with Board.

**Subject: Oak Harbor UGA**

**Attachment:** none

**Proposed Action:** The Planning Director noted that he will be formally transmitting CPA 155/04, Urban Growth Area and Population Projections, to the Board at an upcoming work session. He recommended that upon receipt of the transmittal the Board schedule a public meeting and then determine whether they want to move forward with the Planning Commission's recommendation or hold their own public hearings.

**Follow up:** Okay with Board.

**Subject: Code amendments for Temporary Use liquor licenses**

**Attachment:** none

**Discussion:** Island County Code currently allows wineries on parcels of 10 acres or more in the Commercial Agriculture zone. Wineries in other rural zoning districts have not been addressed as a permitted, conditional or prohibited use. Planning staff is looking into drafting zoning code amendments for wineries and distilleries in other rural zoning districts as well as stand alone "tasting rooms" or those associated with wineries or distilleries.

The Planning Director's opinion is that anything associated with the production of wine is an agricultural use and should be permitted in any Rural zone in Island County. Stand

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alone “tasting rooms” or those associated with a winery promote tourism, but also have the potential for impacts to the neighborhood and need to be looked at closely.

**Follow up:** Continue discussion at next staff session.

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

Work Session was held between the County Commissioners and the Health Department on Wednesday, June 2, 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  
Staff: Pam Dill  
Angie Homola, Member  
John Dean, Member

**Staff Present:** Keith Higman, Kerry Graves, Dr. Roger Case, Jim Exe, Joe Laxson, Kathleen Parvin

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

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

(Record Part 2@00:05)

**Environmental Health**

**Subject: On-Site Program discussion**

**Attachment:** none

**Discussion:** Jerry Stonebridge, Septic Designer and Installer, addressed issues with the on-site program from the industry’s perspective.

**Subject: Addendum to Purchase Order 8965, Granicus Inc. – Managed Host Services**

**Attachment:** yes

**Proposed Action:** Addendum #1 to purchase order to incorporate Granicus, Inc’s “Use”, “Warranty Disclaimer” and “Limitation of Liability” language with Island County’s term.

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

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

Work Session was held between the County Commissioners and the Budget Director on Wednesday, June 2, 2010, at 1:43 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:** Elaine Marlow, Budget Director

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**Others Present:** Chet Ross, Gary Hess, Steve Gulliford, Jackie Henderson, Lynda Richards, Diane Vaughn, Betty Kemp, Sheilah Crider, Anthony Boscolo, Rufus Rose, Caroline Morse, Sheriff Brown, Brian Kelly “South Whidbey Record”, Paula Bradshaw, Cathy Caryl

(Record Part 2 @39:58)

**Subject: Update from Chet Ross on Freeland comprehensive sewer plan**

**Attachments:**

**Discussion:** Chet Ross, Freeland Chamber of Commerce and Gary Hess, engineer for the Freeland Water and Sewer District briefed the Board on the districts application to the United States Department of Agriculture Rural Development funding program. Funding from this program will help support the design and construction of the Freeland Wastewater System. The engineering firm of Tetra Tech has been hired to help prepare the application which is due by July 15th. The Department of Agriculture expects to appropriate funds on August 15<sup>th</sup>.

A combination of grant and loan funding is expected to pay for the project. There will be a loan of some magnitude to be paid back through some secured funding stream in Freeland. The plan is to create an LID comprised of property owners who benefit from the new sewer system and pay assessments to help retire the debt on the project.

The sewer district is hosting two meetings in Freeland to provide an update on the wastewater system proposal, a review of funding options, and a discussion about forming an LID to help with local funding. They hope to have the LID costs available at the 2<sup>nd</sup> meeting on July 6<sup>th</sup>.

**Subject: Contact between Island County Housing Authority and Island County**

**Attachment: yes**

**Proposed Action:** The Housing Authority has asked for a \$25,000.00 grant to cover some of the costs associated with the development of the Sunny View Village Housing project. The Affordable Housing Advisory Board has recommended approval.

**Follow up:** Bring back for further discussion on June 23rd.

**Subject: Amendment No. 2 Contract between Island County Housing Authority and Island County**

**Attachments: yes**

**Proposed Action:** Amendment No. 2 to contract with Housing Authority of Island County to continue funding for the operation of Marjies House, a shelter for women and children located in Oak Harbor; Amount: \$18,000.00.

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

**Subject: Saratoga Community Housing application**

**Attachments: yes**

**Information:** Steve Gulliford noted that Saratoga Community Housing submitted an application to the Island County Affordable Housing Board requesting \$250,000.000 from the Island County Low-Income Housing Surcharge Fund to purchase a series of lots.

Saratoga is combining Self-Help Homeownership Opportunity Program funds of \$15,000.00 per lot with \$25,000.00 per lot from the Low-income Housing Surcharge Fund to provide \$40,000.00 toward lot purchases. New home construction will be constructed and funded by Habitat for Humanity of Island County.

**Follow-up:** Bring back for further discussion on June 23.

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**Subject: Port of South Whidbey Langley Small Boat Harbor Interlocal**

**Attachments:** yes

**Proposed Action:** Interlocal Agreement with Port of South Whidbey to assist the Port in financing the cost of the Langley Harbor Expansion Project; Amount: \$1,200,000.00 (Rural County Economic Development Funds)

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

**Subject: PBY Memorial Foundation**

**Attachment:** none

**Proposed Action:** Historical Preservation Funds Grant Contract with PBY Memorial Foundation for PBY-5 Seaplane Historical Display; Amount: \$2,000.00.

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

**Subject: Island County Historical Society**

**Attachment:** none

**Proposed Action:** Historical Preservation Grant Contract with Island County Historical Society to collect, preserve, and exhibit historical materials illustrating the history of Island County. Amount: \$15,000.

The Island County Historical Society is in the process of developing a 5 year financial plan by the end of the year.

**Follow up:** Okay with Board to move forward to a Monday agenda after risk and legal review.

**Subject: Continued discussion about the budget and the levy lid lift proposal**

**Attachments:** yes

**Information:** Elaine reviewed with the Board the draft of Frequently Asked Questions with regard to the levy lid ballot proposition. Commissioner Homola provided her recommendations on how to proceed if the levy lid lift does not gain a majority vote.

The Board will need to compile a list of possible volunteers to create the necessary advocacy statements (pro and con) for the voters guide. Each group can be comprised of up to 3 people but must have an equal number of volunteers. (Statements need to be ready prior to mailing ballots to overseas & military voters on July 15.)

**Follow-up:** The Board will provide their comments on the FAQ's to Elaine by the end of the week.

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

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ATTEST:

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Elaine Marlow, Clerk of the Board