

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 172  
JULY 7, 2010 – WORK SESSIONS

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

Work Session was held between the County Commissioners and Public Works on Wednesday, July 7, 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:** **Randy Brackett, Connie Bowers, Dave Bonvouloir**

**Others Present:** **Elaine Marlow, Budget Director, Gary Hess, Davido Consulting Group, Inc., Pat Powell, WCLT, Rufus Rose**

(Record Part 1@00:20)

**Add-on**

**Subject:** **Freeland Water and Sewer District**

**Attachment:** email from Gary Hess dated 6/30/10, draft letter

**Proposed Action:** Request from the Freeland Water and Sewer District for a letter of support from the Public Works Director for their USDA grant application.

**Follow up:** Okay with Board.

**Roads**

**Subject:** **On-Call Consultant Contract/Pavement Distress Survey & Multi-Year Rehabilitation Planning (MRC)**

**Attachment:** Local Agency Standard Consultant Agreement – PW-1020048

**Proposed Action:** Approval of On-Call Consultant contract for Pavement Distress Survey and Multi-Year Rehabilitation Planning with Measurement Research Corporation; Completion Date: March 31, 2013; Amount: \$200,000.00.

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

**Subject:** **Supplement No. 1: On-Call Material Testing & Engineering with MTC**

**Attachment:** Supplemental Agreement No. 1; Consultant Agreement No. PW-072045

**Proposed Action:** Approval of Supplemental Agreement No. 1 for On-Call material testing and engineering Architectural/Engineering Agreement; change in completion date to December 31, 2010.

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

**Subject:** **Langley Half-Marathon Lane Closure Request**

**Attachment:** map

**Proposed Action:** Request approval for northbound lane closure on Saratoga Road from 8:30 am to 11:30 am on Sunday, July 11, 2010 for the Langley Half-Marathon.

**Follow Up:** Okay with Board.

**Solid Waste**

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**Subject:** PAA – Solid Waste Attendant Supervisor

**Attachment:** none

**Proposed Action:** Approval of PAA for Solid Waste Attendant Supervisor; replacement position; Adele Walimaki is retiring.

**Follow Up:** Okay with Board.

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

Work Session was held between the County Commissioners and Human Services on Wednesday, July 7, 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                      **Staff:** Pam Dill  
Angie Homola, Member  
John Dean, Member

**Staff Present:** Jackie Henderson, Director

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

(Record Part 1@45:35)

**Subject:** DSHS/Division of Developmental Disabilities Amendment #1

**Attachment:** yes

**Proposed Action:** Contract Amendment between DSHS and Island County; Contract Amount: \$487,770.00; Contract Number: 0963-67912; Amendment Amount: \$541,359.00; Total Contract: \$1,029,129.00.

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

**Subject:** Island County Readiness to Learn

**Attachment:** yes

**Proposed Action:** Contract between Island County Human Services Department and Island County Readiness to Learn for Substance Abuse Prevention; Contract Number: HS-19-10; Term of Contract: 7/12/10- 6/30/11; Contract Amount: \$12,500.00

**Follow up:** Okay with Board.

**Subject:** South Whidbey School District

**Attachment:** yes

**Proposed Action:** Contract between Island County Human Services Department and South Whidbey School District for Substance Abuse Prevention; Contract No. HS-18-10; Term of Contract: 7/12/10-6/20/11; Contract Amount: \$12,500.00

**Follow up:** Okay with Board.

**Subject:** PAA

**Attachment:** none

**Proposed Action:** Approval to increase hours of one School Mental Health Counselor and decrease the same number of hours of another School Mental Health Counselor for one year.

**Follow up:** Okay with Board.

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**Subject: Homeless, Low-Income-Affordable Housing**

**Attachment:** none

**Discussion:** Continued discussion about Human Services management and consolidation of the housing programs and funds into one housing package. These include 3 funds collected locally, the Homeless Housing and Assistance Fund, the Affordable Housing Fund and the Low Income Housing Surcharge. Once a consolidated housing package is in place for Island County, Jackie would like to merge the Homeless Housing Task force with the Island County Affordable Housing Advisory Board.

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

Work Session was held between the County Commissioners and the Department of Emergency Services on Wednesday, July 7, 2010, at 10:15 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:** Dave Hollett, Director

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

(Record Part 1@01:12)

**Subject: Department of Homeland Security Grant (E09-181)**

**Attachment:** yes

**Proposed Action:** Contract between Island County Department of Emergency Management and the City of Oak Harbor Fire Department for FFY 2008 Homeland Security grant pass through, in the amount of \$27,270.00; Contract Period: 9/1/08-10/31/10. Grant provides 100% reimbursement to Oak Harbor through Island County, when City funds are spent on approved Homeland Security equipment and related programs.

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

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

Work Session was held between the County Commissioners and the Treasurer on Wednesday, July 7, 2010, at 10:21 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

**Present:** Ana Maria Nunez, Chief Deputy

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

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(Record Part 1@01:19:10)

**Subject: Tax Collection – follow up**

**Attachment:** none

**Discussion:** A combination of the being short staffed and the levy error on Camano Island tax statements caused tax payments not to be posted in a timely manner resulting in a loss of earned interest.

Commissioner Price Johnson said she would be interested in having a cost analysis done on how much the County loses in revenue by posting late versus purchasing equipment that allows them to process the checks digitally.

**Adjustments update**

- 2009 - 1649 Board slips
- YTD 1100 Board slips (937 outstanding, 567 completed)

**Subject: Financial update**

**Attachment:** yes

**Information:**

**Interest Rates-**

**June 2007-2010 Analysis**

Year	LGIP Interest Rate-Net %	County Portion of LGIP	County LGIP Interest Earned	Long Term County Investments
2007	5.2068%	\$13,961,580.00	\$116,771.41	\$29,490,000.00
2008	2.2933%	\$10,712,020.00	\$61,605.00	\$22,010,000.00
2009	0.7396%	\$11,121,381.00	\$19,385.91	\$18,445,000.00
2010	0.3014%	\$17,369,892.00	\$9,716.60	\$13,225,000.00

**Payments in Lieu of Taxes (PILT) Report -**

The County received \$1,854.00 from 753 acres of properties that were eligible for the PILT program. National Parks Service (686 acres) provided details on PILT lands, however they have still not received any information from the Bureau of Land Management (2 acres) and Fish and Wildlife Services (65 acres) on the remaining lands. To date, 2010 PILT fund information is still not available from the Department of Revenue. The DOR recommended contacting the Assessor's office. Dan Jones, in the Assessor's Office, indicated that he is unable to identify the properties.

**Subject: Personnel matters**

**Attachment:** none

**Information:**

- Currently have two employees out using comp time
- Last week of July, first week of August - SunGard training
- Second and third week of August - True Automation training

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- End of September/October/beginning of November tax season

**Subject: Software migration – SunGard/True Automation**

**Attachment:** none

**Information:**

- SunGard – Training last week of July, first week of August – go live date August 1
- True Automation – Second and third week of August – go live September 1

They have a tight schedule; any delays will push them into tax season in which case they will wait until the first of the year to go live.

**Sheriff**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, July 7, 2010, at 10:45 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:** Sheriff Mark Brown, Wylie Farr, Mike Merringer

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

(Record Part 1 @ 01:44)

**Subject: Washington Association of Sheriff's & Police Chief's Interagency Agreement**

**Attachment:** yes

**Proposed Action:** Interagency Agreement between WASPC and Island County Sheriff's Office for Registered Sex Offender Address and Residency Verification Program; Contract Amount: \$70,500.00; Contract No. RSO 101-1 Island; Terms of Contract: 7/10/10-6/30/11

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

**Subject: Washington State Patrol Interagency Agreement**

**Attachment:** yes

**Proposed Action:** Interagency Agreement between WSP and Island County Sheriff's Office for Marijuana Eradication 2010; Contract Amount: \$2,000.00; Terms of Contract: 1/1/10-12/31/10

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

**Subject: Washington State Parks Intergovernmental Agreement LE 911-216**

**Attachment:** yes

**Proposed Action:** Intergovernmental Agreement between Washington State Parks and Recreation Commission and the Island County Sheriff's Office; Marine Safety Program Special Assistance; Contract Terms: July 1, 2010 – June 30, 2011; Contract Amount: \$21,650.00

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

**Subject: South Whidbey Marine Security & Resiliency Consortium**

**Attachment:** yes

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**Proposed Action:** Memorandum of Understanding agreeing to establish and be a contributing member of the South Whidbey Marine Security & Resiliency Consortium in order to address issues related to Puget Sound marine transportation security.

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

**Misc:**

- Submitted application for the COPS Hiring Program (CHP) for two deputies for 2010 (6,000 applicants with only 500 awards). Island County's crime rate decreasing will be a factor in the distribution of funds.
- Sheriff's Office provided security for the 3<sup>rd</sup> of July Fireworks – being reimbursed by the South Whidbey Assembly of God for any overtime accrued.
- 4<sup>th</sup> of July Maxwellton Parade – will be reimbursed \$720.00 for the cost of 3 citizen volunteers and 1 deputy.

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

Work Session was held between the County Commissioners and the Planning Department on Wednesday, July 7, 2010, at 11:05 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:** Paula Bradshaw, Brandon Sweeza

**Others Present:** Elaine Marlow, Budget Director, Keith Higman, Health Director

(Record Part 1@02:08)

**Subject:** Water Service Review 039/10

**Attachment:** yes

**Proposed Action:** The applicant is proposing to establish a Class B Water Service Area under the name Canyon Water Systems to serve 3 existing parcels and 3 additional connections; a total of 6 shares. The proposed service area includes one parcel that is currently included in the adjacent Beachwood Water Company. Staff recommends approval of the application.

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

**Subject:** Group A Water Systems

**Attachments:** none

**Proposed Action:** First in a series of discussions on the background and current process for Class A water system boundaries, reviews, and changes. Brandon noted that a draft policy to clarify and simplify the process for making Group A water system service area determinations and modifications was initiated in 2007, but never approved.

**Follow up:** At a future work session Brandon will provide an executive summary of the Coordinated Water System Plan and the history behind the draft policy.

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

Work Session was held between the County Commissioners and the Health Department on Wednesday, July 7, 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, Director, Kerry Graves, Linda Telles, Carrie MacLachlan

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

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

(Record Part 2@00:05)

**Administration**

**Subject:** Out of State Travel Request

**Attachment:** yes

**Proposed Action:** Approval for Aaron Henderson to attend Foodborne Illness Investigations Course sponsored by the International Food Protection Training Institute (IFPTI) in collaboration with the Association of Food and Drug Administration (AFDO) and the Association of Food and Drug Officials. The course is offered in Battle Creek, MI on July 20-22, 2010. All travel costs will be reimbursed by the IFPTI/AFDO.

**Follow up:** Okay with Board.

**Subject:** Amendment #24 - Department of Health/Consolidated Contract

**Attachment:** yes

**Proposed Action:** Contract adds \$1000.00 to Group A Drinking Water Program; Adds \$1,635.00 to Tobacco Prevention; adds \$93,205.00 to WIC Programs; Amendment Amount: \$95,840.00; Contract Number: C14949.

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

**Environmental Health**

**Subject:** Next steps –OSS regulations

**Attachment:** none

**Discussion:** The Board of Island County Commissioners and Island County Public Health staff continue to receive public comments about the on-site septic regulations. The majority of comments center on the \$62.00 filling fee. Any changes to the local regulations are directly related to current budget discussions. If the Board of Health decides to expand the homeowner inspection program and requires the Health Department to provide more education and training there will be a cost associated with that. It is staff's recommendation that the Clean Water utility discussion and any changes to the OSS regulations should be part of a singular decision process.

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**Follow up:** The Board of Health will begin to evaluate the regulations in August. Staff will provide the Board with models used in other communities.

**Subject: Recreation & Conservation Office (RCO) – Lead Entity/Salmon Project**

**Attachment:** yes

**Proposed Action:** Amendment #2 updates the scope of work for the Island County lead entity operational grant; Contract Period: 7/1/09-6/30/11; Amendment Amount: -0-.

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

**Community & Family Health**

**Subject: Purchase of two storage units**

**Attachment:** none

**Proposed Action:** Purchase Order with Home Depot, Oak Harbor for two Tuff Sheds to store Public Health emergency response equipment; one unit at Camano Road Shop, one unit to located at Coupeville Road Shop; Amount: \$7,904.55 (H1N1 Phase III funds)

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

**Subject: DSHS/Early Intervention Program (EIP)**

**Attachment:** yes

**Proposed Action:** Contract for Early Intervention to prevent child abuse; Contract Number 1063-94513; Term of Contract: 7/1/10 - 6/30/11; Contract Amount: \$16,283.66

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

**Subject: DSHS/Early Family Support Services (EFSS)**

**Attachment:** yes

**Proposed Action:** Contract provides home visits to Child Protective Services referral families; Contract Period: 7/1/10- 6/30/11; Contract Number: 1063-95382; Contract Amount: \$10,135.40

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

**Subject: DSHS/Workfirst – Amendment #2**

**Attachment:** yes

**Proposed Action:** Contract continues program to provide a Public Health Nurse's evaluation of children with medical, developmental or behavioral problems to assist DSHS in determining parents level of ability to work outside the home; Contract Number: 0963-65888-02; Contract Period: 7/1/10-6/30/11; Contract Amount: \$3,600.00; Amendment Amount: \$1,600.00.

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

**Subject: Skagit Valley College – Skagit/Islands Head Start Consultation Program**

**Attachment:** yes

**Proposed Action:** Contract provides a Public Health Nurse consultation to the Head Start staff on health issues; Contract Number: HD-11-10; Contract Period: 9/1/10-8/31/11; Contract Amount: not to exceed \$1500.00.

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

**Subject: How it Works, Inc. – Website Design**

**Attachment:** PO 8975

**Proposed Action:** Purchase Order with How It Works, Inc. for website development for Community & Family Health to facilitate outreach and emergency response information to the community; Hourly rates total not to exceed \$4900.00. .

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

**Assessment**

**Subject: United General Hospital – SYNAR Tobacco Retailer Compliance Checks**

**Attachment:** PO 8974

**Proposed Action:** Purchase Order for \$3500.00 to United General Hospital to conduct mandatory retail compliance checks; July 2011-June 2012.

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

**Chairman’s Agenda**  
**Summary Minutes**

The County Commissioners met during Chairman’s portion of Work Session on Wednesday, July 7, 2010, at 1:50 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:** Jonalyn Woolf-Ivory, Paul Samuelson

(Record Part 2@47:35)

**Subject: City of Langley Annexation to Library District**

**Attachments:** yes

**Proposed Action:** Jonalyn Woolf-Ivory briefed the Board on the process for annexing the City of Langley to the Sno-Isle Library District.

**Langley Annexation Timeline/November 2, 2010 Election**

ACTION	DEADLINE	ADDITIONAL INFO
Langley City Council approves resolution	July 19, 2010	
Sno-Isle Board of Trustees approves resolution	July 26, 2010	
Island County Board of Commissioners approves resolution for ballot	August 2, 2010 (must be approved and submitted to Auditor by August 9, 2010)	
City of Langley staff submits explanatory statement to County Auditor		
Sno-Isle Staff & Mayor bylined op-ed in SWR	Between August 21 and September 4, 2010	Focus of op-ed on city financial condition, benefits to city of annexation
Sno-Isle and city staff community presentations	Beginning ASAP	

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scheduled		
Sno-Isle staff develops information materials	Sept 7, 2010	Handouts for presentations, in-library, elsewhere in community
Mayor and Sno-Isle staff begin community presentations	Mid-October	Same content as community organization presentations, open to all residents
Mayor and Sno-Isle staff information mailing	October 12-13, 2010	Mailed to all registered voter households within city limits; informational only.
County Auditor mails ballots	October 15, 2010	
General Election	November 2, 2010	

**Follow-up:** Okay with Board to move Resolution to their August 2, 2010 agenda.

**EXECUTIVE SESSION**

Commissioner Price Johnson announced the Board would meet in executive session as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. Commissioner Price Johnson recused herself from the executive session, and left the room. The executive session lasted a half hour and the Board reconvened in regular session at 2:30 p.m. No announcement was made.

**Budget Director  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, July 7, 2010, at 11:54 a.m. and 2:35 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:** Pat Powell, WCLT

(Record Part 1@ 02:53:40)

**Subject:** Interlocal Agreement with City of Oak Harbor/Rural Economic Development funds

**Attachments:** none

**Information:** Elaine noted she is in the process of drafting the Interlocal Agreement with the City of Oak Harbor for \$1 Million in Rural Economic Development funds for the Pioneer Way Street Reconfiguration.

(Record Part 3@ 01:50)

**Subject:** WCLT-grant funding

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**Attachments:** Letter dated 6/21/10 from WCLT to BOCC

**Proposed Action:** Whidbey Camano Land Trust is applying directly for grant funding in the Riparian and Farmland protection programs through the State's Washington Wildlife and Recreation Program. The RCW's provide that the County may, at its discretion, submit a letter to the RCO identifying its position with regards to the proposed grant.

**Follow-up:** Okay with Board to send a letter to the Recreation and Conservation Office supporting Washington Wildlife and Recreation Program grant applications submitted by the Whidbey Camano Land Trust.

**Subject: Continued budget discussion**

**Attachments:** none

**Discussion:** The Board discussed feedback from the public on Proposition 1. The Board needs to clearly communicate to the public that Proposition 1 will only retain basic public safety and other essential services and will not restore the positions that have already been cut. It is also important for the Board to clearly communicate the impacts should the ballot measure fail.

Elaine provided the Board with a report on local sales and use tax as well as sales tax receipts by business type.

The Board requested a Closed Session with John McFarland and Bob Braun to update them on all union negotiations.

*Commissioner Price Johnson moved to ratify the Chair's signature on the letter dated June 30, 2010 sent to Mike Shelton, WCIF, in which Island County tendered its notice of Intent to Withdraw from membership in the fund. The notice pertains to those members participating in WCIF sponsored medical plans that are represented by AFSCME Union Local 1845 and 1845-I. The motion was seconded by Commissioner Homola and carried unanimously.*

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