

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 9
JANUARY 19, 2011 – WORK SESSIONS

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, January 19, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: **Bill Oakes, Director, Steve Marx, Connie Bowers, Dave Bonvouloir, Bryant Mercil**

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

Record Part 1 @ 00:25

Add-on

Subject: PAA

Attachment: none

Proposed Action: Authorization for PAA for Traffic Engineer, replacement position.

Follow up: Okay with Board.

Subject: Resolution Ending County Proclamation of Emergency

Attachment: none

Proposed Action: On January 4, 2011 the County declared an emergency and directed Public Works to take action to reduce the threat of increasing water levels behind Frogwater Road in the Glendale Basin. Bill Oakes reported the County has completed erosion control and stabilization work and has removed all construction equipment from the Frogwater site.

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

Roads

Subject: Road Levy Certification for 2011-CRAB

Attachment: Draft Copy

Proposed Action: Certification to County Road Administration Board of 2011 Road Levy and Estimated Revenue Produced. (Waiting on figures from the Assessor's office.)

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

Subject: East Camano Drive/McElroy Road Intersection Improvement - Amendment to CRP 10-04A; WO 195

Attachment: Resolution

Proposed Action: East Camano Drive/McElroy Road Intersection Improvement – Amendment to CRP 10-04A; WO 195; Total Appropriation: \$1,090,000.00.

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

Subject: East Camano Drive/McElroy Road Intersection Improvement – Call for Bids/CRP 10-01; WO 195

Attachment: Contract Provisions Cover Sheet w/map

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 10
JANUARY 19, 2011 – WORK SESSIONS

Proposed Action: Call for Bids- East Camano Drive/McElroy Road Intersection Improvements; CRP 10-01; WO 195

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

Subject: Harbor Avenue – Freeland: Petition for “No Parking”

Attachment: Aerial Photo w/Briefing Summary

Proposed Action: Petition supported by the “Friends of Freeland” requesting that Island County install two signs along the west side of Harbor Avenue between Main Street and Layton Road that limit daytime parking in order to provide better pedestrian access through this area.

Mr. Oakes noted that designating one side of Harbor Avenue as “No Parking” will not eliminate the need for parking, but will shift where the vehicles park. There is no consensus among the petitioners for which side of the road they prefer as “No Parking”.

Follow Up: Bill will work with Martha Rose, Island Transit, and report back to the Board.

Subject: Proposed Franchise for Cable Companies

Attachment: Draft Franchise Template

Proposed Action: Approval of draft franchise for renewal of television cable communication systems.

Follow up: Okay with Board.

Subject: Shoreline Drive – Final Order of Vacation Deadline

Attachment: Resolution Extending Final Order of Vacation

Proposed Action: Extension to the Final Order of Vacation for Shoreline Drive in the Plat of Tyee Beach, Divisions 1 and 2, for a period of three (3) years, to February 5, 2014.

Follow up: Okay with Board to move resolution forward to Monday’s meeting.

Solid Waste

Subject: Contract Amendment No. 1 – Solid Waste Transfer Station Project

Attachment: none

Proposed Action: Contract Amendment No. 1 – Coupeville Solid Waste Transfer Station; Revision to general conditions designating the Public Works Director as the owner’s representative.

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

Public Works

Subject: Parks: 2011 Capital Improvement Project – Crockett Blockhouse

Attachment: Memorandum & Estimate/Bid

Proposed Action: Ten blockhouse logs need to be replaced to maintain the structural integrity of the historic building. The Coupeville Lions will provide the labor to replace the logs if Island County purchases the materials. Once the logs are milled, they will be stored to cure for two years before they are installed in 2013. Received one bid from Brideck Enterprises in the amount of \$1558.00, including delivery of logs and WSST.

Bill noted that they may have the opportunity to get cured logs from the demolition of the Collins Building at the Port of Everett.

Follow up: Hold off on purchase of logs until they get confirmation from the Port of Everett.

Emergency Management

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 11
JANUARY 19, 2011 – WORK SESSIONS

Subject: DEM/Amendment A: Sub-recipient Agreement with City of Oak Harbor

Attachment: Amendment & Agreement

Proposed Action: Amendment A will change the ending date for the sub-recipient agreement to February 28, 2011, to match the amended ending date of the State Homeland Security Grant.

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

General Services Administration
Summary Minutes

Work Session was held between the County Commissioners and General Services Administration on Wednesday, January 19, 2011, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Betty Kemp, Director, Bruce Rohm

Others Present: Elaine Marlow, Budget Director, Jeff Lauderdale, Rufus Rose

Record Part 1 @ 58:20

Animal Control

Subject: Amendment No. 7 to contract with Whidbey Island Animal Control, Inc.

Attachment: yes

Proposed Action: Amends annual contract payments to Whidbey Island Animal Control, Inc. for animal control services on Whidbey Island; Amount: \$5,157.93 monthly, \$61,895.16 annually

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

Subject: Amendment No. 6 to contract with Camano Island Kennels, LLC

Attachment: yes

Proposed Action: Amends annual contract payments to Camano Island Kennels, LLC, for animal control services on Camano Island; Amount: \$3,294.54 monthly, \$39,534.48 annually.

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

Public Defense

Subject: Amendment No. 2 to contract for provision of legal public defense services

Attachment: yes

Proposed Action: Postponed.

Follow Up:

Juvenile & Family Court Services
Summary Minutes

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, January 19, 2011, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 12
JANUARY 19, 2011 – WORK SESSIONS

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Mike Merringer, Director**

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

Record Part 1 @ 01:15

Subject: Contract with the Volunteer Lawyer’s Program

Attachment: yes

Proposed Action: Agreement between Island County Superior Court and the Volunteer Lawyer Program of Island County to provide courthouse facilitator services to assist pro se litigants in domestic relation matters arising in Island County; Terms of Agreement: January 1, 2011 through June 30, 2011 with the option to renew for an additional 6 month period to December 31, 2011 upon written mutual agreement; Contract Amount: \$2,666.67/month.

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

Subject: PAA

Attachment: none

Proposed Action: Authorization for PAA for Family and Juvenile Court Improvement Plan replacement position - .45 FTE

Follow up: Okay with Board.

Planning & Community Development
Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, January 19, 2011, at 10:25 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Bob Pederson, Director, Paula Bradshaw, Andrew Hicks, Troy Davis, Andy Griffin**

Record Part 1 @ 01:20

Others Present: **Elaine Marlow, Budget Director, Mary Engle, Assessor, Keith Higman, Health Director, Rufus Rose, Jeff Lauderdale, Wayne Morrison**

Subject: Timber Open Space process

Attachments: none

Information: Staff met with the Assessor’s office and all Timber Open Space applications for processing in 2011 are being transferred to the Assessor’s office.

The Assessor noted that Ken Drexel with the Conservation District has offered to provide his assistance and in April, Harold Hertlein will be taking the timber forest course though DNR. Ms.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 13
JANUARY 19, 2011 – WORK SESSIONS

Engle will be bringing forward a discussion regarding the formation of an Open Space Committee.

Subject: Joint meeting of the Planning Commission/BOCC/Hearing Examiner

Attachment: none

Information: Annual joint meeting scheduled for February 7, 2011 agenda items:

- Review of 2010 Work Plan
- An Overview of the 2011 Work Plan
- Establishing the 2011 Annual Review Docket
- Hearing Examiner Report

Subject: Anderson North Point Long Plat

Attachment: none

Information: Planning staff briefed the Board on the Anderson North Point Long Plat (PLP 030/07, Mitigated Determination of Non-Significance (MDNS) and appeal by Maple Grove Community Committee.

Follow up: Provide Board with a copy of the MDNS and plat map.

Subject: 2011 Work Program and Annual Review Docket

Attachment: yes

Proposed Action: Continued review of the 2011 Work Program and Annual Review Docket.

Follow up: Continue to next work session.

Subject: Commissioner Emerson's Request for Information

Attachment: none

Discussion: Commissioner Emerson's request for all documents pertaining to building permit applications dated between 1/1/08 and 7/1/08 and all documentation on all critical area enforcement that relates to the current ordinance which took effect on 7/1/08. Commissioner Emerson noted that her main concern is the appropriate enforcement of the Critical Area Ordinance.

Mr. Pederson indicated that there were approximately 767 building permits applications issued during that time frame and enforcement staff has estimated at least a 30 day time period to produce the 2nd part of the request. Given the staff resources necessary to generate Commissioner Emerson's request, Mr. Pederson asked if Commissioner Emerson could be clear as to whether this was a records request or a request for some specific project. If it were the latter, he asked for the collective desire of the Board to devote the resources required to provide the record. Commissioner Emerson noted that she was not making a records request, but wanted to address property rights issues with her main concern being the appropriate enforcement of the Critical Area Ordinance.

Follow up: Commissioner Price Johnson and Commissioner Homola were not supportive of diverting resources from the ongoing work in the Planning Department. Commissioner Emerson withdrew her request.

Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 15
JANUARY 19, 2011 – WORK SESSIONS

financial statements. Anne has spoken with the State Auditors and they would prefer a prior period adjustment on the 2010 statements.

Follow up: The Board supported the recommendation.

Subject: Island County Fair Revolving Fund

Attachment: Ltr dated 12/22/10 to BOCC from Sheilah Crider

Discussion: Anne discussed with the Board activities in the revolving fund that are out of compliance with state statute.

Commissioner Price Johnson noted that an “Island County Fairgrounds Use and Occupancy Agreement” is currently being drafted to help clear up some of these issues with the Fair Board. She hoped to have a draft ready for review at GSA’s February 2, 2011 work session.

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, January 19, 2011, at 1:50 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Angie Homola, Chair Helen Price Johnson, Member Kelly Emerson, Member	Staff: Pam Dill
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Staff Present: Keith Higman, Director, Kerry Graves, Aaron Henderson, Dr. Roger Case, Donna Bailey, Suzanne Turner, Whitney Webber

Others Present: Elaine Marlow, Budget Director

Record Part 3 @45:15

Administration

Subject: PAA request

Attachment: yes

Proposed Action: PAA for Environmental Health Tech replacement position on Camano.

Follow up: Okay with Board.

Assessment

Subject: Safe Routes to School Program

Attachment: PO # 8984

Proposed Action: PO#8984 with the Oak Harbor School District #201 for funding for Safe Routes to School Program; Term of Contact: January 1, 2011 – December 23, 2011; Total Amount: \$5,000.00

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

Add-On

Subject: NACo Prescription Discount Card Program

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 17
JANUARY 19, 2011 – WORK SESSIONS

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

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

Others Present: Elaine Marlow, Budget Director

Record Part 3 @ 01:21:40

Subject: HVAC in BOCC offices

Attachments: office floor plan with airflow

Discussion: Dan recommended moving the thermostat down the hall out of the draft and changing the ceiling diffusers.

Subject: Miscellaneous

Attachments: none

Information:

- Replaced a failed 5kw 240 volt heater in the CASA building, approximately \$600.00.
- This summer the exposed water lines on the CASA building will need to be replumbed to keep them from freezing.
- The Camano Family Resource Center, as well as other County rental properties, is overdue for outside painting.

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, January 19, 2011, at 2:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Staff Present: **Tim Lawrence, Director, Lynette Goodell**

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

Record Part 3@ 01:40

Subject: Update on 4-H Program Coordinator Position

Attachments: none

Information: Jackie Vannice has been selected as the new WSU Extension Island County 4-H Coordinator. Jackie will perform a dual role as a .5 4-H Coordinator and a .2 Administrative Assistant. The funds collected by the 4-H fund drive will go solely for 4-H portion of the new coordinators time. The .2 administrative assistant portion is being paid collaboratively by the Lighthouse Environmental Program, the Beach Watchers, Waste Wise, Marine Resources Committee and Island County Master Gardeners.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 19
JANUARY 19, 2011 – WORK SESSIONS**

“canceling” Marcia Rothman’s resignation date of January 7th. Melanie notified Greg that Marcia Rothman’s resignation had not been processed and she would be retained until April.

Follow Up: Information only. No PAA required.

Subject: PAA’s

Attachment: yes

Proposed Action:

- Senior Citizen Exemptions Coordinator – replacement position – Morrie Parker
- Front Desk position - .5 FTE

Cartographer/Cadastral Mapping Supervisor – Remove the word Supervisor from the job description. The job description does not include supervisory duties.

Follow up: Oaky with Board.

**Budget Director
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, January 19, 2011, at 4:15 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

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

Record Part 3 @ 03:08

Subject: Deputy Clerk of the Board **deputy clerk of the Board – Ingrid and Pam**

Attachments: none

Proposed Action: Officially appoint Pam Dill and Ingrid Smith as Deputy Clerk’s of the Board at Monday’s Board meeting.

Subject: Selection of an additional Board member to NWRC Governing Board

Attachment: none

Proposed Action: Commissioner Emerson will sit on the NWRC governing board along with Commissioner Price Johnson.

Subject: Board retreat

Attachment: none

Proposed Action: Paul Dziejdzic has offered to facilitate the Board’s retreat. He is scheduled to come to the Board’s January 24th meeting to help the Board establish an agenda for their retreat on February 9th.

Subject: Legislative initiatives

Attachment: none

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 20
JANUARY 19, 2011 – WORK SESSIONS**

Information: A cost saving measure for a majority of counties would be to publish legal notices on-line rather than in the newspaper; approximate savings for Island County would be \$50,000.00/year.

Subject: IT update

Attachment: none

Information: Elaine discussed with the Board the email server failure and what steps are being taken.

Subject: PAA

Attachment: none

Proposed Action: PAA to increase Kate Kappel's hours from 15 to 24 per week. Elaine Marlow recommended that the day to day supervision of Kate Kappel be done by Teri Jorgeson, who is the Planning Office Manager.

Follow up: Okay with Board.

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, January 19, 2011, at 3:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Theresa Metzger, Stanwood-Camano Area Foundation, Don Leak, Rufus Rose

Record Part 3 @ 02:23

Subject: Stanwood-Camano YMCA Feasibility Study Presentation

Attachments: none

Information: Theresa Metzger, Executive Director, Stanwood-Camano Area Foundation and Don Leak, Board appointed representative to the Exploration Committee provided background on the results of the YMCA Feasibility Study. 709 telephone interviews were conducted along with 835 online surveys.

Top five study conclusions:

- The demographics of the Stanwood/Camano market area are excellent for a YMCA. There is a large percentage of families with children, incomes are higher than average, and population growth is excellent at 162% of the national average.
- General interest in a new YMCA is excellent. 53% of all respondents say they would have a lot of interest in using it.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 21
JANUARY 19, 2011 – WORK SESSIONS

- The most used programs and facilities, used often by more than 50% of respondents, are: recreational indoor pool, wellness area (cardio equipment, weights, etc), warm water therapy/exercise pool, and indoor walking/running track.
- The Heritage Park/Stanwood Middle School location is preferred and convenient for more people. Additionally, neither location is inconvenient for more than 55 of respondents. Therefore, location shouldn't be a negative factor in joining.
- The membership unit projections show excellent demand for the new YMCA. 4,659 at the low price, 3,285 at the middle price, and 2,529 at the high price.

Next Steps

Communicated the feasibility results to all major partners and are now working with the YMCA of Snohomish County. Committee is focusing on site selection, programs, and fund raising.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board