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 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
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
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  Staff: Pam Dill
   Helen Price Johnson, Member
   Kelly Emerson, Member

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:
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
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

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 through DNR. Ms.
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**
Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, January 19, 2011, at 1:00 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  

Present: Anne LaCour, Ana Maria D Nunez  

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

Record Part 3 @ 00:05  

Subject: Monthly Financial Report  
Attachment: MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER  

Island County Auditor  
Summary Minutes  

Work Session was held between the County Commissioners and the Auditor on Wednesday, January 19, 2011, at 1:30 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  

Present: Sheilah Crider, Auditor, Anne LaCour  

Others Present: Elaine Marlow, Budget Director, Betty Kemp  

Record Part 3 @ 22:50  

Subject: Update Petty Cash Resolution  
Attachment: yes  
Proposed Action: Resolution authorizing two additional change funds; Planning $50.00, Assessor $30.00.  
Follow up: Okay with Board to bring resolution forward to Monday’s agenda.  

Subject: Status of 2010 Audit due to AG opinion regarding interest earned on restricted revenues  
Attachment: none  
Proposed Action: In light of the favorable AG opinion regarding interest earned on restricted revenues, Anne LaCour presented 2 options regarding the County’s 2009 financial statements. The 2009 financial statements can be reissued or a prior period adjustment can be made on the 2010 financials. If the 2009 financial statements were reissued, they would have to be audited by the State Auditor and the County would have to pay for the audit. Additionally, the County would have to submit the reissued statements to granting agencies and bond issuers. If a prior period adjustment was shown on the 2010 financial statements, the County would not incur additional audit costs. Therefore the Auditor’s Office recommended not reissuing the 2009
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.

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**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 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
Attachment: none

**Proposed Action:** Enrollment in the NACo Prescription Discount Care Program. The program helps the uninsured, underinsured, seniors, and pet owners save money on prescription at an average savings of 24%. As a dues paying member of NACo the County is eligible to enroll in the program at no cost.

**Follow up:** Okay with Board to move contract through legal and risk review. Keith will investigate the program further to ensure the Health Department has the capacity to support it.

### Human Services

**Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, January 5, 2011, at 2:10 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 Present:** Jackie Henderson, Director, Lynda Richards

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

Record Part 3 @ 01:05:12

**Subject:** Housing Advisory Board

**Attachment:** none

**Information:** Jackie noted that they are in the process of combining the Homeless Housing Taskforce and the Affordable Housing Committee into one group. One of the needs addressed in the Island County 10 Year Homeless Housing Plan is to hire a consultant to help the group put together the data and help set priorities for housing surcharge funds. They have contacted John Kliem, a consultant who worked on Grays Harbor County’s 10 Year Plan. Mr. Kliem will attend an afternoon retreat with the housing community and public.

Lynda Richards noted that Washington State Community Development Block Grant (CDBG) 2011 Planning-Only Grants will be available February 1, 2011. Planning-Only Grants support small rural counties in attaining the planning tools necessary to implement projects that benefit low and moderate income individuals. Mr. Kleim consulted on Grays Harbor Planning-Only CDBG they received last year that allowed them to produce a comprehensive Housing Plan for Low and Moderate Income People.

**Follow up:** Contact Planning staff with regard to their specific needs for the affordable housing element of the Island County Comprehensive Plan.

### Facilities Department

**Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, January 19, 2011, at 2:25 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:
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.
Subject: Update on Lighthouse Program Coordinator Position  
Attachments: none  
Information: Currently have a job posted for a .70 – 1.0 FTE Lighthouse Program Coordinator and hope to fill the position in the next couple of weeks.

Subject: Update on Noxious Weed Control Program  
Attachments: none  
Information:
- Tim plans on amending the Spartina agreement when it comes up for renewal to allow Thane Tupper, Noxious Weed Coordinator, to mark the location of the Spartina rather than paying the contractor. Thane has taken GIS courses. The goal is complete eradication of Spartina by 2015.
- The Japanese Knotweed problem at the Langley Noble Creed Transit Park and Ride is being controlled by doing root injections.

Subject: WSU Extension/Island County Interagency Agreement  
Attachments: none  
Information: Tim noted he will be bringing forward an Amendment to the Interagency Agreement between WSU Extension and Island County to remove Kevin Zobrist, Forest Stewardship Educator. Tim is collaborating with the Island County Conservation District and will split support for Kevin Zobrist and the Island County Forest Planning program.

Human Resources  
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, January 19, 2011, at 2:50 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

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Greg Banks, Prosecutor, Mary Engle, Assessor

Record Part 3 @ 01:56

Subject: Emergency Maternity Leave Coverage in PA’s office  
Attachment: none  
Information: Greg informed the Board that grant funding was exhausted for Legal Assistant Marcia Rothman. Her layoff date was set for Friday, January 7th. Jennifer Wallace was expected to begin maternity leave on or about February 1, 2011. The Board granted prior approval for the hiring of a temporary position to provide maternity leave coverage. Greg planned to rehire Marcia Rothman to fill the temporary position. Jennifer Wallace unexpectedly went on maternity leave January 10th. The PA’s office contacted Melanie Bacon and Eileen King for advice on
“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.

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**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 Dziedzic 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
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.
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.