

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 37
FEBRUARY 16, 2011 – WORK SESSIONS**

Commissioner Emerson was in favor of simply replacing the IT Director position and not creating an entire new level. She did not feel that the restructuring effort would save money or be more efficient.

Follow up: Move PAA for the Administrative Services Director forward for approval at the Board's Monday, February 28, 2011 meeting.

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, February 16, 2011, at 9:35 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,

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

Record Part 1 @32:00

Public Works

Subject: Emergency Services – Purchase of Salamander Badge System

Attachment: Briefing Memo, Debarment Check, Equipment Approval Request, Quote & Purchase Order

Proposed Action: Authorization to acquire the Salamander Badge System with Emergency Management Performance Grant (EMPG) funds. The system will provide the county with the capability to produce quality photo identification badges that are compatible with state requirements and those of other counties in Western Washington. Total Cost of System: \$7,698.02. This includes equipment, software, on-site installation, and software maintenance for one-year.

Follow Up: Okay with Board to move forward following legal review.

Solid Waste

Subject: Approval for Litter Grant Application

Attachment: Litter Grant Application w/Map & Beach list

Proposed Action: Department of Ecology grant program for Community Litter Cleanup; Island County contracts with Lighthouse Environmental Programs (LEP) to coordinate the program. Amount: \$45,300.00; Project Timeline: July 1, 2011 through June 30, 2013.

Follow Up: Okay with Board to move forward with grant application.

Roads

Subject: Rural Arterial Program (RAP) Funding

Attachment: Project Summary

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Proposed Action: Current RAP funding projects:

- Arrowhead Road Phase 1 & 2
- Boon Road Phase 1 & 2
- Terry's Corner

Bill Oakes proposed keeping the RAP funding for Terry's Corner, releasing the allocated RAP funds for Arrowhead Road, and applying for the maximum amount for Boon Road Phase 1.

Follow Up: Okay with Board.

Subject: County Road Safety Program CRP

Attachment: Draft CRP

Proposed Action: Initiation of County Road Program (CRP) designated as County Road Safety Program.

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

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, February 16, 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: **Tim Lawrence, Director, Janet Hall, Waste Wise Coordinator**

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

Record Part 1 @01:03:00

Subject: Sound Waters 2011 Report

Attachments: none

Information: Tim Lawrence briefed the Board on the 2011 Sound Waters One-Day Conference held on February 5, 2011.

Subject: Whidbey Gardening Workshops – March 19, 2011- 9:00 a.m. to 3:30 p.m.

Attachments: none

Information: Whidbey Gardening Workshop is held each year in early March. It is a one day public workshop offering a wide variety of horticultural related classes. Instructors include Master Gardeners, WSU Extension Faculty, and gardening experts from the surrounding community. Keynote speaker is Graham Kerr.

Subject: Waste Wise update

Attachments: none

Information: Janet Hall, Waste Wise Volunteer Program Manager, updated the Board on the Island County Waste Wise Program.

Assessor

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Summary Minutes

Work Session was held between the County Commissioners and the Assessor on Wednesday, February 16, 2011, at 10:30 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

Present: Mary Engle, Assessor

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

Record Part 1 @01:25

Subject: Open Timber

Attachment: yes

Information: Mary Engle noted that Harold Hertlein, Appraiser, will be taking over administration of the Open Timber/Designated Forest Management Plans. Mr. Hertlein is currently working with Whidbey Island Conservation District staff, Rob Hallbauer and Ken Drecksel, and will be attending a 10 week course in April in Snohomish County with Kevin W. Zobrist, Washington State University Area Extension Educator.

Mary clarified that the Assessor's Office is the approval authority for Designated Forest and the Board is the approval authority for Open Timber.

Mary is working with Planning staff on the public hearing process for Open Timber. There is some confusion regarding the timing. The RCW requires applications to come forward every six months. Planning has always brought the applications forward as a group in the fall knowing that they had to be received by December 31st. If they need to advertise for the public hearings every six months there will be a higher cost incurred and they will need to address an increase in the fees to cover that.

Subject: Current Use fees

Attachment: yes

Discussion: Mary Engle addressed the need to increase the fees for Open Agriculture and Designated Forest which both have a fee of \$175.00 and have not seen an increase since the 80's. Planning increased the fees for the Public Benefit Rating System and Open Timber in 2009 to \$750.00. The application process for Designated Forest is similar to the Open Timber process except for the requirement of a public hearing. Another issue is the staff time involved to estimate the cost of removing property from Open Agriculture/Open Space/Open Timber/Designated Forest classifications. Mary suggested charging a small fee for each estimate.

Follow up: Discussion only.

Subject: True Automation License

Attachment: none

Information: Mary Engle informed the Board that due to reduced staff she has an extra license for True Automation and will be transferring it to the Board of Equalization.

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Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Sheilah Crider, Bob Pederson, Keith Higman, Debbie Thompson, Colleen Jokinen, Whitney Webber, Anne LaCour, Suzanne Turner, Steve Erickson, Marianne Edain, Jeff Lauderdale, Rufus Rose, Reece Rose

Record Part 2@01:06

Subject: PAA's

Attachment: none

Proposed Action:

Deputy Auditor Accounts Payable II

Deputy Auditor/Acct Payable II- Lorene Norris has accepted a position in the Assessor's office beginning March 3, 2011. The Auditor would like to start advertising in-house on Thursday. New hire date March 4, 2011.

Commissioner Price Johnson moved to approve PAA 018/11. The motion was seconded by Commissioner Emerson and carried unanimously.

Public Health Nurse – Camano

Temporary decrease in hours (until Jul 1)

The person who currently holds this position has accepted a position off-Island. Public Health hesitates to back-fill until state budget dollars have been approved. However, some essential functions must continue, and the incumbent is willing to continue to provide the County with 4 hours per week beginning the 14th of March until July 1st. – Okay with Board.

WSU

Increase Noxious Weed Coordinator to full-time. The Budget Director will meet with Tim Lawrence to discuss funding prior to approving PAA. – Okay with Board.

Planning & Community Development

Administrative Assistant – Replacement position. – Okay with Board.

Assessor

Appraiser Trainee – Replacement position. – Okay with Board.

Human Resources

Human Resources Analyst – New position. - The Board took no action on the request at this time. (Further discussion will take place during the Budget Directors work session on March 2, 2011)

Subject: Wellness Committee 2011 budget

Attachment: yes

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Information: Effective January 1, 2011, Washington Counties Insurance Fund (WCIF) discontinued grants for wellness programs. The Island County Wellness Committee would like to continue to provide wellness program activities. The Budget Director indicated that the program can be funded this year with the funds left over from the flexible spending accounts, approximately \$3,000.00.

Subject: Draft Pay Plan Policy

Attachment: none

Discussion: Melanie Bacon reviewed the draft Pay Plan policy with the Board, revising it from a step increase program for non-represented employees to a performance based program.

Follow up: Continue discussion at next work session.

Subject: Draft Performance Appraisals Policy

Attachment: none

Discussion: Melanie Bacon reviewed the draft Performance Appraisals policy with the Board. She recommended removing the entire “employment at will” statement from the Performance Appraisals policy and creating a new “At Will Employment” policy in its place.

Follow up: Melanie will be attending a “Conducting Excellent Performance Evaluation” workshop sponsored by Washington Counties Risk Pool on Tuesday, February 22 and will brief the Board at the next work session.

Subject: Human Resource 2011 Goals

Attachment: yes

Discussion: Melanie reviewed her goals for 2011 with the Board.

**Budget Director
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, February 16, 2011, at 9:20 a.m. and 3:10 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: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Record Part 1 @22:25

Subject: Committee vacancies

Attachments: yes

Proposed Action: Consider applicants for the following committee vacancies:

- **Joint Administration Board** – The current vacancy is for a representative from the lodging industry in unincorporated North Whidbey. No applications were received that met the qualifications. The Board will do some outreach and re-advertise in about a week
- **Ferry Advisory Committee** – Coupeville/Pt. Townsend Terminal – Board will review letters of interest and resumes and make their recommendation at the 2/28/11 meeting.

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- **Board of Equalization** – Board will review letters of interest and resumes and make their recommendation at the 2/28/11 meeting.
- **Camano Island Mosquito Control District Board of Trustees** – *Commissioner Price Johnson moved approval of the reappointment of Grant Lawrence and Theresa Fletcher to the CIMCD Board of Trustees. The motion was seconded by Commissioner Emerson and carried unanimously.*

Record Part 2@02:00

Subject: Position Statement from Leadership of Ferry-Served Communities

Attachments: yes

Proposed Action: *Commissioner Price Johnson moved to add the Island County Commissioners to the list of signatories supporting the position statement from Leadership of Ferry-Served Communities. The motion was seconded by Commissioner Emerson and carried unanimously.*

Subject: Deputy Clerks of the Board

Attachment: none

Proposed Action: *Commissioner Price Johnson moved to appoint Debbie Thompson and Pam Dill as Deputy Clerks of the Board of Island County Commissioners. The motion was seconded by Elaine Marlow and carried unanimously.*

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, February 16, 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, Keith Higman, Chris Luerkens, Bob Pederson**

Others Present: **Ed Moats, Snohomish County Farm Bureau, Ralph Ferguson, Camano Water Systems Association, Dale Tyler, President, Camano Water System Association, John Axford, Ducks Unlimited, Doug Kelly, Brian Goodnight, Rone Brewer, Washington Waterfowl Association, Jack Tingstad, Jeff & Julie Lauderdale**

Record Part 2@02:22:30

Subject: Leque Island

Attachments: yes

Discussion: Ed Moats, Rone Brewer, Ralph Ferguson, and Dale Tyler presented their concerns regarding contractual obligations, farmland destruction and groundwater contamination with regard to Leque Island projects and asked the Board of Island County Commissioners for their support in requesting Snohomish County to take over as lead agency in reviewing WDFW

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proposals regarding the removal and/or relocation of recharge protected dikes on Leque Island. They also asked that the Board request Snohomish County to require WDFW to have an unbiased and objective third-party, undertake and complete an EIS for such Leque Island proposal which includes a through and extensive onsite groundwater contamination study, to be reviewed and approved by the CWSA and the Juniper Beach Water District.

The Board received comments on behalf of the County from Bob Pederson, Planning Director, and Keith Higman, Health Director.

Follow up: Discussion only. The Board took no action on the request.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board