

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 163
SEPTEMBER 14, 2011 – WORK SESSIONS**

**Assessor
Summary Minutes**

Work Session was held between the County Commissioners and the Assessor on Wednesday, September 14, 2011, at 9:10 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

Record Part 1 @ 00:08

Subject/Description: Continued discussion re: increase in Current use fees and adding a 3% Technology fee

Attachment: none

Action Requested:

- Open Agriculture – Current \$175.00 – Proposed \$300.00
- Designated Forest - Current \$175.00 – Proposed \$500.00

Follow up: Bring documentation to the next work session that the proposed fees represent the cost of delivering the service.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, September 14, 2011, at 9:20 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: Sheriff Mark Brown, Wylie Farr, Marty Bodley

Others Present: Elaine Marlow, Budget Director, Jeff Lauderdale

Record Part 1 @ 11:50

Subject: New Hire Information on Civil/Record Clerk

Attachment: none

Discussion: Sheriff Brown briefed the Board on the new Civil/Record Clerk.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 165
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Work Session was held between the County Commissioners and WSU/Extension on Wednesday, September 14, 2011, at 9:30 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

Staff Present: Tim Lawrence, Director, Lynette Goodell

Others Present: Elaine Marlow, Budget Director

Record Part 1@23:49

Subject/Description: Review of Whidbey Island Forest Owners Field Day

Attachment: none

Information: Tim Lawrence briefed the Board on the Whidbey Island Forest Owners Field Day held Saturday, September 10, 2011.

Subject/Description: Proposed WSU Extension-Island County Cost Benefit Analysis

Attachment: No

Discussion: Tim Lawrence briefed the Board on the concept of doing a cost benefit analysis of WSU Extension.

Administrative Services

Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, September 14, at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Dill

Staff: Pam

Helen Price Johnson, Member
Kelly Emerson, Member

Staff Present: Melanie Bacon, Human Resource Director, Dan Sherk, Betty Kemp, Don Mason, Bob Thomas

Others Present: Elaine Marlow, Budget Director, Sheriff Brown, Keith Higman, Jeff Lauderdale, Rufus Rose, Kelly Mauck

Record Part 1@35:58

Human Resources

Subject/Description: PAA

Attachment: none

Action Requested:

Sheriff

- Temporary Acting Sergeant (Darren Crownover) - Sept 9-Sept 19 – Okay with Board.

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Subject/Description: Leave without pay

Attachment: Memo dated 9/9/121 from Keith Higman to Melanie Bacon

Action Requested: Approval for Leave Without Pay request from Health Department employee.

Follow up: Okay with Board. Human Resources will work on updating the Leave Without Pay policy.

Property Management

Subject/Description: Property Management Rents for the Family Resource Centers (FRC)

Attachment: Options worksheet and FRC's budget/rent summary

Action required: The current rent levels being charged at the three FRC's are inadequate to maintain reserves necessary for major repairs. Two of the reserves (Oak Harbor and Camano) are below the level needed should there be a major repair. Don Mason provided several options to remedy this problem.

Follow up: Information only, no decision was made. Discussion will come back to work session next month.

Central Services

Subject/Description: Update on Firewall and Outlook Web Access

Attachment: none

Information: Replace 10 year old firewall increasing internet speed. Outlook Web Access will allow the ability to connect to email from external sites.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, September 14, 2011, at 9:25 a.m. and 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

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Sheilah Crider, Sheriff Brown, Wylie Farr, Betty Kemp, Ana María d Nuñez, Keith Higman, Suzanne Turner, Jeff Lauderdale

Record Part 1 @20:25

Subject/Description: Consider applicant for the Noxious Weed Board

Attachments: yes

Action Requested: Consider applicant to fill a vacancy representing Section II on the Noxious Weed Board.

Follow-up: Okay to forward recommendation to Monday's meeting.

Subject/Description: Consider applicants for the Ebey's Landing NHR Trust Board

Attachments: yes

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Action Requested: Consider applicants to fill open positions on Ebey's Landing NHR Trust Board.

Follow-up: Okay to forward recommendation to Monday's meeting.

Record Part 2@00:03

Subject/Description: Budget discussion

Attachments: none

Action Requested: Finalize Preliminary Budget

- The Board supports shifting from REET to fund Parks Maintenance & Operations.
- A majority of the Board supports a budget based on a 1% increase in County Current Expense, County Road Levy, County Conservation Futures Levy plus new construction.
- The Board supports increasing County Road Transfer for Traffic Safety. (The Sheriff informed the Board that his office estimates spending \$750,000.00 on Traffic Safety in 2012.)
- A majority of the Board was not in favor of capping employee benefits.

Record Part 2@24:08

Supplemental Budget Requests

Assessor

Request: Change Administrative Assistant pay grade from C-6 to C-8 – Budget Neutral – Okay with the Board.

Auditor

Request: 1 FTE – Elections

The Budget Director recommended waiting until March to look at increasing the temporary help line. Commissioner Emerson supports not hiring an Administrative Services Director and using the funding for the 1 FTE in Elections. A majority of the Board supported the Budget Director's recommendation.

Commissioners Camano

Requests: Additional .5 FTE Front Office/Salary increase for current Camano Annex assistant from C-7 to C-9

The Board approved a \$3000.00 contingency in the Public Health budget for Barbara McNaughton to work additional hours to cover lunch hours and improve service levels.

Clerk

Requests:

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.6 FTE Deputy Clerk – Okay with Board.

High speed scanner – use funds from 2011 budget that were not spent on the clerical position – Okay with Board.

Funding to scan/microfilm older records - Elaine Marlow recommended the Clerk and Auditor identify the records that need to be scanned, come up with a cost estimate and determine exactly how much of the Auditor's O & M fund could be used to reduce the backlog. – The Board was in support of the Budget Directors recommendation.

GSA Animal Control

Request: 10% increase for Whidbey Animal Control contractor – The Board supported a 5% increase.

Human Resources

Request: 1.0 FTE Human Resource Analyst – Commissioner Emerson supported using one time funds from the liquor tax and making it a temporary position. A majority of the Board supported the permanent position.

IDIPIC

Request: \$2,000.00 for educational panels to prevent impaired driving- Okay with Board. (The Budget Director will look into using county road funds.)

Prosecuting Attorney

Request: .6FTE Deputy Prosecuting Attorney – Commissioner Emerson supported funding for the position by not creating the Administrative Services Director position. A majority of the Board supported the request.

Public Health

Request: Current expense transfer of \$23,000 to fund deficit in operations for WIC Program – The Board acknowledged there was no funding available for this request.

Sheriff

Requests:

5 Deputies - The Board acknowledged there was no funding available for this request.

Replace 10 vehicles annually (\$40,000.00 each) – The Board was in support of using \$134,000.00 from the Traffic Safety transfer to buy 3 vehicles and set any remainder aside in contingency for repair of vehicles. Bill Oakes, Public Works Director, noted that the \$134,000.00 would negatively impact County Road's Intersection Safety Program. The Board approved transferring \$134,000.00 from REET.

Jail Officer – The Board acknowledged there was no funding available for this request.

Increase in operating supplies - \$3,000.00

Professional services – Nurse - \$900.00

Food/Laundry - \$9,500.00

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The Board was in support of \$5,000.00 for the last three requests.

Commissioner Emerson is researching statutory relief on Juvenile Detention mandate.

Treasurer

Requests: .7 FTE Front Counter – cost split between Current Expense (75%) & Treasurer O & M (25%) - The Board supported extending the current temporary position until the end of May with a \$6,000.00 budget.

Increase Foreclosure Deputy position from 32 hours to 40 hours weekly. Cost would be split between Current Expense (20%) & Treasurer O & M (80%) – The Board supported increasing the Foreclosure Deputy position by an additional 100 hours total through the Treasurer's O & M funds.

Human Services

Request: Change Accounting Supervisor pay grade from C-9 to NR 10 – Funding for this change is included in the 2012 Human Services budget – Okay with Board.

Planning

Request: Add 1.0 FTE Long Range Planner each year for the next 3 years – A majority of the Board supported bringing on a Long Range Planner mid-year.

Historical Preservation Fund

Requests:

Ebey's Landing National Historic Reserve Trust Board - \$15,000.00 for operations

Island County Historical Society - \$15,000.00 for operations

The Board supported \$10,000.00 for Ebey's Landing National Historic Reserve Trust Board from the 2% lodging tax funds.

The Board supported \$12,000.00 for the Island County Historical Society from the Historical Preservation Fund.

Commissioner Price Johnson moved to set the public hearing on the preliminary budget for October 3, 2011 at 6:00 p.m. The motion was seconded by Commissioner Emerson and carried unanimously.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

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Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board