

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 155  
OCTOBER 3, 2012 – WORK SESSIONS**

**Chairman's Agenda**  
**Summary Minutes**

The County Commissioners met during Chairman's portion of Work Session on Wednesday, October 3, 2012, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA.

Present were:

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

**Staff:** Pam Dill

**Staff Present:** Elaine Marlow

Record @00:10

**Others Present:** Karen Bishop, District Manager, WICD, Monte Marti, Snohomish Conservation District, Fran Einterz, Chair, WICD, Tom Fournier, Treasurer, WICD, Tim Keohane, WICD

**Subject/Description:** Report on fiscal year activities from the Island County and Snohomish County Conservation Districts

**Attachments:** WICD Summary Report of Accomplishments FY 2012, SCD-Camano Island-Report of Accomplishments

**Information:** Karen Bishop, District Manager, Whidbey Island Conservation District and Monte Marti, Snohomish Conservation District, provided the Board with a brief review of their accomplishments for fiscal Year 2012.

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

Work Session was held between the County Commissioners and Public Works on Wednesday, October 3, 2012, at 9:30 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

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

**Staff:** Pam Dill

**Staff Present:** Bill Oakes, Director, Steve Marx

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

Record @ 35:16

**Public Works**

**Add-on**

**Subject/Description:** Request to Call for Bids for 2012 UPS Installation & Left Turn Phasing Modifications

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**Attachment:** none

**Action Requested:** Approval to make a formal call for bids to install uninterruptable power supply (UPS) systems at the intersections of Ault Field Road/Langley Boulevard, Ault Field Road/Goldie Road and East Camano Drive/Camano Hill Road and modifications to the left-turn traffic signal phasing at the intersection of Ault Field Road/Langley Boulevard.

**Follow Up:** Okay with full Board.

**Subject/Description: Out of Class Pay**

**Attachment:** none

**Action Requested:** Moved to Human Resources agenda.

**Follow Up:**

**Subject/Description: Freeland Trail – Otak Contract Extension**

**Attachment:** none

**Action Requested:** Approval of time extension to December 31, 2012.

**Follow Up:** Okay with full Board.

**Subject/Description: Parks – Robinson Property Donation**

**Attachment:** Memorandum dated 10/3/12/Property Map

**Information:** The Robinson family has proposed to donate 1.08 acres adjacent to Mutiny Bay Boat launch to be used as a public park. Bill is working with the Port of South Whidbey to see if they are interested in the property. He expects to hear back from them by the end of the week. Should the Port not be interested he will bring the proposal back to the Board for consideration of County ownership.

**Subject/Description: Selection Recommendation – Elections Office HVAC**

**Attachment:** none

**Information:** The Auditor's Office received a \$25,000.00 grant for the HVAC upgrade in the Elections Office. Public Works received one bid from Barron Heating and Air Conditioning for \$35,000.00. Public Works is looking at re-scoping the project and continuing to get quotes.

**Subject/Description: Adult Jail HVAC upgrades**

**Attachment:** Executive Summary

**Action Requested:** Bill described project development options for the Jail HVAC System using the following funding sources:

- REET 1
- Low interest loan from the State Treasury Local Option Capital Lending (LOCAL) to be paid back with the money realized from energy savings.
- Grant from the Washington State Department of Commerce
- Incentives (rebates) from Puget Sound Energy

**Follow Up:** Commissioner Homola and Commissioner Price Johnson were in favor of pursuing all the funding options for total HVAC replacement. Commissioner Emerson was only in support if there is conversation with regard to paying off some of the current REET 1 debt.

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, October 3, 2012 at 10:15 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

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

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director

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

Record @ 01:15:42

**Subject/Description:** Job Requisitions

**Attachment:** yes

**Action Requested:**

**Public Works**

- Out of Class Pay for Sandy Sandritter as Acting Supervisor from September 24, 2012 – October 22, 2012 – Okay with Board.

**Prosecuting Attorney**

- Paralegal/Legal Assistant, replacement position, .5 FTE, C-7 #074/12

*Commissioner Emerson moved to approve Job Requisition #074/12. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Assessor**

- Appraiser Trainee, replacement, 1 FTE, C-6 #073/12

*Commissioner Emerson moved to approve Job Requisition #073/12. The motion was seconded by Commissioner Homola and carried unanimously.*

- Appraiser 1, promotion, 1 FTE, C-8 #076/12

*Commissioner Homola moved to approve Job Requisition #076/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Planning/Community Development**

- Current Use Planner, replacement position, 1 FTE, C-10/C-11 #075/12

*Commissioner Homola moved to approve Job Requisition #075/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Subject/Description:** WCIP Resolution

**Attachment:** draft resolution

**Action Requested:** Resolution authorizing the full termination of the Washington Counties Insurance Pool (WCIP).

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

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, October 3, 2012 at 10:30 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

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

**Staff:** Pam Dill

**Staff Present:** Bob Pederson, Director, Paula Bradshaw, Karen Stewart, Brad Johnson, Kyla Walters

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

Record @01:30:53

**Subject/Description:** Planning Commission's recommendation – Sign Standards

**Attachment:** yes

**Action Requested:** Delay discussion of the Planning Commission's recommendation, the process, and setting of the public hearing to the Board's October 22, 2012 meeting to allow for code reviser review.

**Follow up:** Planning staff will provide a detailed explanation of the changes at the October 17, 2012 work session.

**Subject/Description:** Planning Commission's recommendation - SMP

**Attachment:** yes

**Discussion:** Karen Stewart reviewed the SMP documents, explained the procedural process and noted some of the issues that the Planning Commission focused on.

*Commissioner Homola moved to approve Resolution C-125-12 setting the following public meetings/workshops in the matter of updating and adopting amendments to the Island County Shoreline Master Program:*

- October 9, 2012 @4:30 p.m. at Trinity Lutheran Church
- October 15, 2012 @6:00 p.m. in the Commissioners Hearing Room
- October 16, 2012 @6:00 p.m. at the Camano Community Center

*The motion was seconded by Commissioner Emerson and carried unanimously.*

**Follow up:** Continued to October 17, 2012 work session.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, October 3, 2012, at 11:25 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

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

**Staff:** Pam Dill

**Staff Present:** Keith Higman, Director, Kerry Graves, Jill Wood

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

Record @ 2:21:33

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**Add-on**

**Subject/Description:**

**Attachment:** none

**Information:** Jill Wood briefed the Board on a DOE grant for \$30,000.00 to install two monitoring wells on Camano Island.

**Follow up:** Contract will come before the Board.

**Assessment**

**Subject/Description: Community Transformation Grant**

**Attachment:** contract

**Action Requested:** Approval of contract No #HL070112 with Whatcom County for Community Transformation Grant; Contract Period: July 1, 2012 – June 30, 2013; Contract Amount: \$30,000.00.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Budget Director/GSA/IT  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, October 3, 2012, at 11:30 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

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

**Staff:** Pam Dill

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

**Others Present:** Dave Jamieson, Chief Civil Deputy Prosecutor

Record @ 2:35:34

**Subject/Description:** County Code Revision amending ICC 3.04A.040 and ICC 3.04B.040 Uses of Real Estate Excise Taxes to conform with changes enacted by state legislature last year

**Attachments:** draft ordinance

**Action Requested:** Approval to move forward with ordinance amending ICC 3.04A.040 and ICC 3.04B.040, as allowed by the state legislature's adoption of House Bill 1953 in 2011, for the period from July 22, 2011 through December 31, 2016, the proposed Ordinance would expand the uses authorized of Island County's two real estate excise tax revenue funds, the Capital Improvement Fund (ICC 3.04A.040 – REET 1) and the Capital Facilities Fund (ICC 3.04B.040 – REET 2), to allow those funds to pay for operation and maintenance of existing capital projects.

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

**Subject/Description: Request for Proposal to provide Animal Control Services on Camano Island**

**Attachment:** draft RFP

**Discussion:** Elaine reviewed the draft RFP for Animal Control Services for Camano Island with the Board. The Board discussed the following changes to the RFP:

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- Initial term of contract will be for one year to be renewed for succeeding two-year periods.
- Add information on the budgeted amount for 2012 and number of calls for service.
- Reword c) to clarify intent.
- Add minimum insurance requirements.

**Follow up:** Bring revised RFP back to future work session.

**Subject/Description:** **Multi-Year Software Maintenance and Support Agreement between VP Consulting, Inc. and Island County**

**Attachment:** Draft Agreement and Sole Source Resolution

**Action Requested:** Approval of Multi-Year Software Maintenance and Support Agreement between VP Consulting, Inc. and Island County.

**Follow up:** Okay with full Board to move forward to a Monday agenda pending legal review.

**Commissioners Agenda**  
**Summary Minutes**

The County Commissioners met during Work Session on Wednesday, October 3, 2012 at 12:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

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

**Staff:** **Pam Dill**

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

Record @03:04:12

**Subject/Description:** **Comments on proposed amendments to the Oil Spill Contingency Plan Rule**

**Attachments:** draft letter to Sonja Larson, DOE

**Action Requested:** Approval to move forward with letter to the DOE commenting on proposed amendments to the Oil Spill Contingency Plan Rule.

**Follow up:** *Commissioner Homola moved to forward the letter to the Department of Ecology. The motion was seconded by Commissioner Price Johnson and carried with a vote of two in favor and one abstention.*

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 161  
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BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Kelly Emerson, Member

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Angie Homola, Member

ATTEST:

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Elaine Marlow, Clerk of the Board