

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 72
APRIL 17, 2013 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, April 17, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Steve Marx, Connie Bowers, Joantha Gunthrie, Bryant Mercil

Others Present: Elaine Marlow, Budget Director

Record @ 00:05

Add-on

Subject/Description: Ledgewood Beach landslide

Attachment: none

Information: Bill Oakes provided an update on the Ledgewood Beach landslide.

Public Works

Subject/Description: Adult Jail HVAC Upgrades – Funding update

Attachment: none

Information: Bill Oakes presented the Island County Energy Upgrade Project with Road Shops Lighting/March 28, 2013 Energy Services Proposal from Ameresco Quantum.

Follow Up: Bring back to a future work session.

Subject/Description: Camano Annex Campus Feasibility Study

Attachment: Briefing Memorandum

Discussion: Bill provided background information. He noted that the Board approved \$5000.00 in funding to develop a feasibility study for the Camano campus as a whole. The purpose of the feasibility study is as follows:

- Assess the existing conditions of the campus buildings, present public and staff needs, and the useful life of the buildings.
- Recommend improvements to extend the useful life 10-15 years, address changing use needs of the buildings, and address code deficiencies.
- Recommend improvements to the buildings and ground to improve the visual aesthetics of the Campus.
- Analyze options to provide a larger space for the Sheriff's Precinct Office at a new location closer to the existing Annex Offices.
- Develop a revised Master Plan to address the funding and staffing challenges created by the recent economic downturn, assess present Campus use, and guide future Campus development.

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The Board had a lengthy discussion on how to proceed and agreed not to move forward until they receive a presentation from the Facilities Department on the life cycle of the buildings and any upcoming maintenance costs moving forward. Commissioner Emerson will be speaking with the American Legion about leasing the “blue building” to help it pay for itself as well as leading the volunteer effort with regard to landscaping and painting.

Subject/Description: Freeland Trail Local Agency Agreement Supplement No. 1 – Segment 1/Cameron Road to Fish Road

Attachment: Local Agency Agreement Supplement No. 1

Action Requested: Approval of Supplement No. 1 – WA State Department of Transportation Freeland Trail – Segment No. 1; Change of Scope of Work.

Follow Up: Okay with full Board to move this phase of the project forward.

Roads

Subject/Description: Speed Reduction Request – Classic Road

Attachment: Memo & Maps

Action Requested: Approval to conduct a Speed Study and Field Review.

Follow Up: Okay with full Board.

Subject/Description: Speed Reduction Request – Patmore Road

Attachment: Memo & Maps

Action Requested: Approval to conduct a Speed Study and Field Review.

Follow Up: Okay with full Board.

Subject/Description: 2013 Paving & Oiling Program

Attachment: Memo, Paving & Oiling Program w/Maps

Information: Bill Oakes presented the Annual Paving and Oiling Program for the year 2013.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, April 17, 2013 at 9:35 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record @ 01:31:48

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

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Clerk

- Deputy Clerk 1, replacement, C-6, #034/13
Commissioner Johnson moved to approve Job Requisition #034/13. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Superior Court

- Juvenile Detention Officer, replacement, C-9 #035/13
Commissioner Helen Price Johnson moved to approve Job Requisition #035/13. The motion was seconded by Commissioner Johnson and carried unanimously.

Prosecuting Attorney

- Paralegal/Legal Assistant 1, replacement, C-8 #036/13
Commissioner Johnson moved to approve Job Requisition #036/13. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Subject/Description: Pay Change

Attachment: yes

Action Requested: One Pay Grade increase for Andy Griffin from April 1, 2013 until new Planning Director comes on board.

Commissioner Price Johnson moved to approve the on pay grade increase for Andy Griffin during the interim period. The motion was seconded by Commissioner Johnson and carried unanimously.

Add-on

Subject/Description: Planning Director Applications

Attachment: none

Action Requested: *Commissioner Price Johnson moved to approve moving forward with 10 of the 29 applications for Planning Director. The applications were numbered as follow: 2,5,6,9,10,14,15,19,28,29. The motion was seconded by Commissioner Johnson and carried unanimously.*

Subject/Description: Policy Manual Update

Attachment: yes

Discussion: Melanie Bacon provided some background on the process of updating the manual and began a review of the revised Personnel Policies and Procedures Manual. The Board agreed to delete 2.01.043 Education Reimbursement and add language to 2.01.053D Rules of Conduct Defined to deal with the new marijuana law.

Follow up: Continue review of the manual at a work session in June.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, April 17, 2013 at 11:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Interim Director, Andy Griffin, Paula Bradshaw

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Others Present: Elaine Marlow, Budget Director

Record @ 2:28:20

Subject/Description: Interlocal with Fire Districts

Attachment: Interlocal Agreement between Island County and Fire Districts relating to Fire Inspection Services

Information: Andy Griffin noted that he met with the Fire Chiefs and they have come to an agreement on the language in the Interlocal.

Follow up: Okay with full Board to move the Interlocal Agreement forward to Fire Districts for signature and then place on a Monday agenda.

Subject/Description: FEMA 2013 County Coastal Study Partnership Agreement

Attachment: Draft Agreement

Information: Andy Griffin briefed the Board on the FEMA Risk Map project indentifying coastal flood hazards and the partnership agreement with Island County.

Follow up: Continue discussion at the next work session.

Add-on

Subject/Description: Time Line of Permits SPR to Building Permits

Attachment: yes

Information: Andy Griffin shared with the Board examples of three Site Plan Reviews, how they move through the permitting process and some of the underlying causes for delays.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, April 17, 2013, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Present: Anne LaCour, Ana María d Nunez, Treasurer

Others Present: Elaine Marlow, Budget Director

Record Part 2 @ 00:05

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASUER](#)

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**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, April 17, 2013 at 1:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

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

Others Present: Elaine Marlow, Budget Director, Lynda Richards

Record 2 @ 23:30

Subject/Description: Housing Advisory Board discussion

Attachments: yes

Action Requested: Human Services provided three options in which to proceed with appointment of the newly formed Housing Advisory Board.

1. Human Services can interview and appoint.
2. Human Services can interview and make a recommendation to the Board.
3. Human Services can do the initial screening and send on recommendations for the Board to interview.

Follow up: The Board agreed on the 3rd option.

Subject/Description: Legislative Steering Committee updates /House and Senate Budget Proposal Comparisons

Attachment: none

Information: Commissioner Price Johnson shared the following operating budget proposals from the Senate and House:

- The Senate reduced County Alcohol and Substance Abuse grants by 10%; the House proposal did not cut the grants.
- Both chambers restored the 3.4% reduction to: county criminal justice assistance account; the House fully funds liquor excise tax payments to local governments, and the Senate only provides 50% of these revenues.
- The House budget shifts state programs to dedicated accounts such as the Aquatic Lands Enhancement Account and the Waste Reduction/Recycling Litter Control Account. The Senate has a policy bill that makes changes to the funding and uses of the Model Toxics Control Act.
- State Parks receive an increase in funding in both the House and Senate; both below the level that State Parks requested.
- The Senate budget swept \$20 million from the Judicial Information System account; the House budget spends \$11 million to continue with the implementation of the case management system.
- Both the House budget and the Senate budget reduce funding to the Basic Law Enforcement Academy to reflect a 25% partial reimbursement of the costs for low

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enforcement agencies that send cadets for training, and for local reimbursement of ammunition costs.

- Under Public Works there is a permanent redirecting of the Public Utility Tax in the Senate budget, limiting the ability of the Public Works Assistance Account to grow to meet future capital construction funding needs. In the House no permanent redirecting of revenue from those funds was proposed.

Other issues:

- Cuts to CASA funding will significantly impact how Island County delivers services to the most vulnerable children in the county.
- WSAC has asked Commissioners to review and comment on the Fiscal Sustainability Initiative Document
- Continued funding of the Local Government Performance Center an Initiative of the Washington State Auditors Office.

Subject/Description: NACo 2013 RAC Fly-In, April 23-25

Attachment: none

Information: Commissioner Emerson noted that she will be attending the NACo 2013 Rural Action Caucus in Washington, DC. Senator Murray nominated Commissioner Emerson to represent Washington State at the Senate Democratic Rural Summit in Washington, DC, on April 25, 2013. The focus of the summit is on” revitalizing rural America through economic development and job creation, as well as preserving the rural way of life for the next generation of Americans”. Commissioner Emerson sent a request for input to other rural County Commissioners.

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

Work Session was held between the County Commissioners and the Budget Director on Wednesday, April 17, 2013, at 1:45 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Keith Higman, Andy Griffin, Jill Wood

Record Part 2 @ 43:55 & Part 3 @ 00:05

Subject/Description: Island County Burn Permit Program

Attachments: yes

Action Requested: Elaine Marlow provided background information on the Burn Permit Program and Interlocal Agreements with NWCAA and Skagit County. Since 2008 burn permits have declined and costs to support the program have risen. Island County lacks sufficient financial resources to subsidize the program. NWCAA has funded deficits in past years.

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In 2012 Island and Skagit County determined that it would be more cost effective not to share an employee and the interlocal will end in June of 2013. A decision needs to be made on how Island County will operate the program.

Elaine provided the Board with three options broken down by revenue, cost, pros and cons:

1. Turn the program over to NWCAA to assume lead agency on permits and enforcement;
2. Contract with local Fire Districts;
3. Planning or Health staff administers the program with .4 FTE for site visits (issue over the counter permits for 4'x4' no greater than 10'x10').

Staff recommends option #3 with supervision and management to be moved to the Environmental Health Section of the Health Department. The Board supported bringing the program in house.
Follow-up: Elaine Marlow/Keith Higman and Andy Griffin will work together to determine where the program would be best housed within the County.

Record Part 3@ 24:15

Subject/Description: 2013 Budget Amendment

Attachments: yes

Action Requested: Schedule Public Hearing on Resolution Amending the 2013 Island County Budget. The resolution revises the budget estimates for health insurance benefits, establishes a budget for the Natural Resources Fund, and recognizes uses of contingency funds.

Follow-up: Okay with full Board to move resolution forward to Monday's agenda to schedule for Public Hearing on May 20, 2013.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Kelly Emerson, Chair

Helen Price Johnson, Member

Jill Johnson, Member

ATTEST:

Elaine Marlow, Clerk of the Board