

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 79  
MAY 1, 2013 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, May 1, 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, Bryant Mercil

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

Record @ 00:05

**Roads**

**Subject/Description: Adult Jail HVAC Energy Upgrades – Funding Update**

**Attachment:** yes

**Action Requested:** Bill reviewed with the Board the energy project loan options. He requested approval to move forward with a notice of intent to participate and credit report to the state treasurer. The TIP and CIP will need to be revised to reflect the project as funded and a Public Works project will need to be developed to reflect the financing methodology with the Department of Enterprise Services. The Budget Director recommended a 10 year loan repayment.

**Follow Up:** The full Board concurred with the Budget Director's recommendation and Bill Oakes request to move the process forward. Commissioner Emerson will speak with the Treasurer regarding concerns about tax exempt bonds.

**Subject/Description: Call for Bids for New 2013 Dump Truck Cab & Chassis**

**Attachment:** Draft Resolution, General Provisions Specifications & Bid Proposal

**Action Requested:** Approve specifications and authorize call for bids for one (1) new 2013 Dump Truck Cab & Chassis; funding is available in the ROAD/E.R.& R. fund.

**Follow Up:** Okay with full Board to move Resolution forward to Monday's agenda.

**Subject/Description: Supplemental Agreement No. 1 On-Call Consultant Agreement**

**Attachment:** Supplemental Agreement No. Exhibits E-1, F1 and Local Agency Standard Consultant Agreement PW-1020-027

**Action Requested:** Approval of Supplemental Agreement No. 1; Davido Consulting Group, Inc.; On-Call Consultant Agreement; Expiration date extended to December 31, 2013; Maximum Amount Payable \$135,000.00.

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

**EXECUTIVE SESSION ANNOUNCED**

Chairman Emerson announced the Board would meet in Executive Session as allowed under RCW 42.30.110(c) to consider the minimum price at which real estate will be offered for sale or lease. The Executive Session lasted 15 minutes with no announcement in open public session.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 80  
MAY 1, 2013 – WORK SESSIONS**

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, May 1, 2013 at 9:50 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, Anne LaCour

Record @ 35:20

**Subject/Description:** Job Requisition

**Attachment:**

**Action Requested:**

**Superior Court**

- FJCIP Case Coordinator Temp Increase Hours, NR-9 #037/13  
*Commissioner Price Johnson moved to approve Job Requisition #037/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Baliff – On-Call, Replacement position, NR-5 #038/13  
*Commissioner Johnson moved to approve Job Requisition #038/13. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Public Works**

- Transportation Planner, Replacement position, C-13 #039/13  
*Commissioner Johnson moved to approve Job Requisition #039/13. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Central Services**

- Micro Computer Support Tech, Replacement position, C-9 #040/13  
*Commissioner Price Johnson moved to approve Job Requisition #040/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Prosecuting Attorney**

- Office Administrator, Replacement position NR-12 #041/13  
*Commissioner Price Johnson moved to approve Job Requisition #041/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Paralegal/Legal Assistant 1 #043/13 – moved to Monday's agenda 5/6/13

**Facilities**

- Approval for Carla Waite to continue as Acting Facilities Director – Okay with full Board.

The Board supported Human Resources bringing forward a written policy regarding replacement positions.

**Subject/Description:** Credit Card discussion

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**Attachment: none**

**Action Requested:** Revise the credit card policy to conform to issuing credit cards (including purchase cards) to departments. The cards are to be used for purchasing goods, supplies and other items in connection with the performance of duties (not for use for travel). The cards will have a limit of \$2,500 each unless otherwise approve.

**Follow up:** Okay with full Board to bring forward a new policy for signature at a Monday meeting.

**Subject/Description: Department Head Employment Contract**

**Attachment: sample employment contract**

**Action Requested:** Melanie distributed a draft employment contract for discussion at a future work session.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, May 1, 2013, at 10:10 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, Director

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

Record @ 58:55

**Administration**

**Subject/Description: Department of Health – 2012-2014 Consolidated Contract**

**Attachment:** Contract No. C16886, Amendment No. 8

**Action Requested:** 2012-2014 Consolidated Contract with the Department of Health; Contract No. C16886(8); Contract Period: 1/1/12-12/31/14; Contract Amount: \$1,639,271; Amendment Amount: \$<\$15,976.

**Follow up:** Okay to move forward to the BOH & BOCC for signature following legal and risk review.

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, May 1, 2013 at 10:15 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**

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MAY 1, 2013 – WORK SESSIONS**

**Staff Present:** Keith Higman, Interim Director, Andy Griffin, Paula Bradshaw, Brad Johnson, Will Simpson

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

Record @ 01:02:35

**Subject/Description:** FEMA 2013 County Coastal Study Partnership Agreement  
**Attachment:** Memorandum dated 4/23/13 from Andy Griffin to BOCC  
**Information:** Andy Griffin noted that the proposed maps will provide base flood elevations for all coastal areas of Island County and identify areas where the Flood Hazard Area or flood zone designation have changed since the previous flood study and an estimate of the number of structures affected by the change. They will provide depth grids which will depict the depth of flooding around the coast line and show areas where a rise in sea level would expand flood areas.

In early 2015 there will be a Flood Study Review meeting at which the input data, methodology and draft results will be presented. This meeting will allow the county to review the data and determine how the flood study will affect the community before the preliminary maps are produced.

**Follow up:** Okay with full Board to move agreement forward for signature at a Monday meeting.

**Subject/Description:** Update on progress of 2016 Periodic Update- Public Participation Plan & Preliminary Schedule

**Attachment:** Memorandum dated 4/22/13 from William Simpson, to BOCC

**Action Requested:** Approval of resolution that directs the Planning Department to implement and adhere to the Public Participation Plan and Preliminary Schedule.

**Follow up:** *Commissioner Johnson moved to schedule Resolution C-45-13/PLG-004-13 for public hearing on May 20, 2013 @ 10:15 a.m. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

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

The County Commissioners met during Work Session on Wednesday, May 1, 2013 at 10:30 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

Record @ 01:18:20

**Subject/Description:** Draft ordinance aligning fireworks provisions of ICC Chapter 14.03, Uniform Fire Code, with state law (Chapter 70.77 RCW)

**Attachments:** draft ordinance

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**Action Requested:** Approval to move forward with ordinance aligning fireworks regulations with the State Fireworks Law, Chapter 70.77 RCW, repealing Chapter 14.03 ICC, and adding new ICC 9.08A.010.

In response to citizen's complaints, Commissioner Price Johnson asked if there was any support for reducing the number of days fireworks can be discharged. A majority of the Board was not in favor of any reduction in days.

**Follow up:** Okay with full Board to schedule ordinance for a public hearing on June 24, 2013 @ 6:15 p.m.

**Subject/Description:** Consider applicants for vacancy on Conservation Futures Citizens Advisory Board (CAB)

**Attachments:** yes

**Action Requested:** The Board considered the applicants for the vacancy on the Conservation Futures Advisory Board (CAB)

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

**Subject/Description:** American Red Cross Lifetime Achievement Award letter

**Attachment:** yes

**Action Requested:** Approval of American Red Cross Lifetime Achievement Award letter to Irene Bullock.

**Follow up:** *Commissioner Price Johnson moved approval of the American Red Cross Lifetime Achievement Award recognition letter to Irene Bullock. The motion was seconded by Commissioner Johnson and carried unanimously.*

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

Work Session was held between the County Commissioners and the Budget Director on Wednesday, May 1, 2013, at 10:40 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:** Elaine Marlow, Budget Director, Don Mason

**Record @ 01:23:41**

**Subject/Description:** Conservation Futures Grant Agreement – 2012 Award to WCLT for Three Sisters Farmland Conservation Easement

**Attachments:** yes

**Action Requested:** Approval of Island County Conservation Futures funding Grant Agreement Whidbey Camano Land Trust 3 Sisters Farm Conservation Easement Acquisition Project; Amount: \$400,000.00.

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

**Subject/Description:** Public Defense contract expiration 12/31/13

**Attachments:** Memo dated 4/24/13 from Elaine Marlow to BOCC, 2013 Public Defense RFP Timeline

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**Action Requested:** Staff recommends the county open the contract for a RFP process and notify the current contractor.

**Follow-up:** The full Board approved staff's recommendation to open the contract for a RFP.

**Subject/Description:** Further discussion revised draft Rules of Order for conducting Board of Commissioners meetings

**Attachments:** yes

**Discussion:** Elaine reviewed the proposed changes to the draft Rules of Order from the Board's discussion at the March 20, 2013 work session.

The Board agreed to add 15 minutes of public comment (3 minutes per person) at the beginning of the work session for items relating to the work session agenda. The length of Public Presentations was increased to 15 minutes and the Board will retain the right to decide if the presentation will or will not be allowed.

**Follow-up:** Elaine will incorporate proposed changes into the Rules of Order and bring back to a future work session.

**EXECUTIVE SESSION ANNOUNCED**

Chairman Emerson announced the Board would recess and then meet in Executive Session at 1:30 p.m. in the Commissioners Conference Room #218, County Administration Building, as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session is expected to last approximately 45 minutes with no announcement in open public session.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Kelly Emerson, Chair

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Helen Price Johnson, Member

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Jill Johnson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board