

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 85
MAY 15, 2013 – WORK SESSIONS**

Commissioner Emerson opened the work session at 9:00 a.m. and immediately recessed until 1:00 p.m.

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, May 15, 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
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Connie Bowers, Steve Marx, Donna Keeler, Joantha Guthrie, Devin Joslin, Joe Araucto, Phil Cohen

Others Present: Elaine Marlow, Budget Director

Record @ 00:55

Solid Waste

Subject/Description: Complete Water System Upgrades at the Coupeville Facility

Attachment: Memo dated 5/15/13 from Dave Bonvouloir, to BOCC

Information: Bill Oakes informed the Board that Solid Waste is completing the final phase on the Coupeville Solid Waste fire, water supply and distribution systems.

Public Works

Subject/Description: Rhododendron Trail – Phase 2 Public Works Project (PWP)

Initiation; JO 00437-001

Attachment: Draft PWP Resolution

Action Requested: Approval of Resolution initiating Public Works Project designated as PWP 13-01, JO 00437-0001; Rhododendron Trail – Phase 2; Total Appropriation: \$237,500.00.
\$237,500.00

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

Subject/Description: Myrtle Avenue Pathway – PWP Initiation; JO 01048-0001

Attachment: Draft PWP Resolution

Action Requested: Approval of Resolution initiating Public Works Project designated as PWP 13-02, JO 01048-0001; Myrtle Avenue Pathway; total Appropriation: \$107,700.00.

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

Subject/Description: Local Agency Agreement Supplement – Comprehensive Plan Transportation Element Update

Attachment: Memo, WSDOT Local Agency Agreement Supplement & Project Prospectus

Action Requested: Approval of Local Agency Agreement Supplement – Comprehensive Plan Transportation Element Update; Total Amount: \$250, 500. 00 (Federal/\$200,000 – County/\$50,500)

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

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 86
MAY 15, 2013 – WORK SESSIONS**

Roads

Subject/Description: Call for Bids – Profiled Plastic Lines; County Road Project (CRP) 09-08 & CRP 11-01

Attachment: Memorandum & Vicinity Maps

Action Requested: Approval to Call for Bids for 2013 Profiled Plastic Line Installation County Road Safety Improvements Program (CRP 11-01) and Low-Cost Run-Off Road Safety Improvement Program (CRP 09-08)

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

Subject/Description: Broadway Avenue Speed Limit Code Revision

Attachment: Memorandum

Action Requested: Approval to amend Island County Code 10.01.050 to formalize the currently posted 25 mph speed limit on the County-maintained portion of NW Broadway.

Follow Up: Okay with full Board to move forward with ordinance amending ICC and set for public hearing on June 24, 2013.

Subject/Description: Amendment – CRP 09-06; WO 458/Hastie Lake Road & Zylstra Road Intersection Improvements

Attachment: CRP Amendment to increase appropriation for Project Completion

Action Requested: Approval of Resolution amending CRP 96-06, Hastie Lake Road/Zylstra Road Intersection Improvements; Total Appropriation \$1,133,000.00.

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

Subject/Description: Local Agency Agreement (LAA) Supplement No. 2

Attachment: LAA Supplement No. 2

Action Requested: Approval of Supplemental Agreement No. 2 – WA State Department of Transportation; LA-7003, Hastie Lake Road/Zylstra Road Intersection; Additional Federal Funding; \$599,452.00.

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

Surface Water

Subject/Description: CDP Initiation; JL 01026-0001- Canku Road Beaver Deceiver

Attachment: Memorandum, Draft CDP Resolution

Action Requested: Approval of Resolution initiating a County Drainage Project designated as CDP 13-03, JO 01026-0001; Canku Road Beaver Deceiver.

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

Subject/Description: Local Agency Standard Consultant Agreement; Skillings – Connolly, Inc/Dave Mackie Park Stormwater Improvements

Attachment: Memo, Local Agency Agreement No. PW-1320052, Exhibits "A" through "L"

Action Requested: Consultant Agreement – Skillings Connolly, Inc.; Dave Mackie Park Stormwater Improvements; \$146,270.57, Expiration December 31, 2014.

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

Subject/Description: County Drainage Project (CDP) Initiation; JL 00122-0001-South Maxwellton Road Outfall

Attachment: Memorandum, Draft CDP Resolution

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 87
MAY 15, 2013 – WORK SESSIONS**

Action Requested: Approval of Resolution initiating a County Drainage Project designated as CDP JL #00122-0001 South Maxwellton Road Outfall; \$974,500.00.

Follow up: Okay with a majority of the Board to move Resolution forward to a Monday regular agenda.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, May 15, 2013, at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff Present: Undersheriff Kelly Mauck, Wylie Farr

Others Present: Elaine Marlow, Budget Director

Record @ 46:48

Subject/Description: Discuss Budget Amendment for Deputy Luke Plambeck

Attachment: none

Action Requested: Approval of a budget amendment in the amount of approximately \$17,000.00.

Follow-up: Okay with full Board to use Commissioner's contingency fund.

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, May 15, 2013, at 1:55 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

Staff Present: Brooke Powell, Court Administrator, Judge Churchill, Greg Banks, Zac Lively

Others Present: Elaine Marlow, Budget Director

Record @ 53:55

Subject/Description: Request for Proposal for Chemical Dependency Treatment Services

Attachment: yes

Action Requested: Brook Powell, Judge Churchill, Greg Banks and Zac Lively expressed concern regarding the quality and level of service provided by Island Recovery

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 88
MAY 15, 2013 – WORK SESSIONS**

Services and requested the BOCC seek proposals from qualified chemical dependency entities interested in becoming Island County's designated chemical dependency treatment provider.

Follow up: Discussion only, no decision was made.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, May 15, 2013 at 2:25 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: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record @ 01:23:34

Subject/Description: Job Requisitions

Attachment:

Action Requested:

Human Services

- Chemical Dependency Counselor, New Position, C-11, #044/13
Commissioner Johnson moved to approve Job Requisition #044/13. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Public Works

- Truck Driver 1-Oak Harbor Road Shop, Replacement Position, R-11 #045/13
Commissioner Price Johnson moved to approve Job Requisition #045/13. The motion was seconded by Commissioner Johnson and carried unanimously.

Prosecuting Attorney

- Acting Office Administrator, Temporary Increase, NR-11, #042/13
Commissioner Price Johnson moved to approve Job Requisition # 042/13. The motion was seconded by Commissioner Johnson and carried unanimously.
- Paralegal/Legal Assistant 11, Replacement Position, C-8 #046/13
Commissioner Price Johnson moved to approve Job Requisition #046/13. The motion was seconded by Commissioner Johnson and carried unanimously.

Subject/Description: Employment contracts for BOCC Senior Staff

Attachment: none

Action Requested: Approval to move employment contract forward for legal review.

Follow up: Okay with full Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 89
MAY 15, 2013 – WORK SESSIONS**

**Island County Auditor
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, May 15, 2013, at 2:40 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

Present: Sheilah Crider, Auditor, Anne LaCour

Others Present: Elaine Marlow, Budget Director, Bryant Mercil

Record @ 01:41:30

Subject/Description: Draft documents for Purchase Card Policy and Resolution

Attachment: yes

Action Requested: Approval of resolution revising the policy for issuance and use of Credit Cards for Official County purchases. The cards will be used for purchasing goods, supplies and other items in connection with the performance of their duties. The cards will have a credit limit of \$2,500.00 each unless otherwise approved.

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

Subject/Description: Contract Amendment for the State of Washington Department of Licensing and Island County Auditor

Attachment: yes

Action Requested: Approval of Amendment No. 1 to Contract No. K2006 between the State of Washington Department of Licensing (DOL) and Island County Auditor (Agent).

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

Subject/Description: PO 9143 Barron Heating for HVAC equipment at the Island County Elections Office

Attachment: yes

Action Requested: Approval of PO # 9143 Barron Heating and Air Conditioning for materials and installation of HVAC equipment at the Island County Elections Office; Amount: \$21,910.66 (incl. WSST).

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

**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, May 15, 2013, at 3:05 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

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 90
MAY 15, 2013 – WORK SESSIONS**

Staff Present: Pam Bishop

Others Present: Elaine Marlow, Budget Director

Record @ 02:08:13

Subject/Description: Agreement between the Northwest Straits Foundation and Island County through its Marine Resources Committee

Attachment:

Action Requested: Approval of Agreement between Northwest Straits Foundation and Island County through its Marine Resources Committee. The purpose of this Agreement is to provide funding for Community Engagement for Oil Spill Response and Readiness. The source of funds provided by the Northwest Straits Foundation is the EPA through the WA Department of Fish and Wildlife (EPA Grant PC-00J29801-0; WDFW Contract Number 12-1940). Island County is the recipient of funds up to \$2,800.00.

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

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

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, May 15, 2013, at 3:10 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

Present: Anne LaCour, Ana María d Nunez, Treasurer

Others Present: Elaine Marlow, Budget Director

Record @ 02:11:20

Subject: Monthly Financial Report

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

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, May 15, 2013 at 3:30 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

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 91
MAY 15, 2013 – WORK SESSIONS**

Staff Present: Keith Higman, Interim Director, Paula Bradshaw, William Simpson, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 02:28:40

Subject/Description: Progress of the 2016 Periodic Comprehensive Plan update

Attachment:

Information: Brad Johnson provided a general overview of Planning staff's continuing work on selecting a population projection for the County. The next steps are for Planning staff to meet with planners from other jurisdictions and come to a mutual decision, bring that decision back to the Board at a work session, provide a general presentation to the Council of Governments (COG) and then bring forward a resolution to move forward with the population projections.

Subject/Description: Fish & Wildlife Habitat Conservation Area update

Attachment: contract

Action Requested: Approval of National Estuary Program (NEP) Grant Agreement with WA State Department of Commerce Local Government and Infrastructure Division Growth Management Services. Funding to assist in updating the Fish and Wildlife Habitat Conservation Areas (FWHCA) element of the Island County Critical Areas Ordinance to be consistent with the Growth Management Act (GMA); Contract No.12-63401-010; Amount: \$250,000 through June 15, 2015.

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

Subject/Description: Replacement Job Requisition

Attachment: none

Discussion: Keith discussed the need for permit tech support and support for managing the SMP and Fish & Wildlife update moving forward.

Follow up: Discussion only, no decision was made.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, May 15, 2013, at 4:05 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: Keith Higman, Director

Others Present: Elaine Marlow, Budget Director

Record @ 03:07:22

Environmental Health

Subject/Description: Aquatech Well Drilling

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 92
MAY 15, 2013 – WORK SESSIONS**

Attachment:

Action Requested: Approval of contract with Aquatech Well Drilling & Pumps, Inc. – WRIA 06-Camano Island Groundwater Monitoring Network Expansion; Contract is for the construction of two monitoring wells on Camano Island; Contract No. HD-06-2013; Amount: \$27,654.91.

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

Administration

Subject/Description: Health Officer Discussion

Attachment: none

Discussion: Keith Higman introduced Dr. Brad Thomas. Keith recommended entering into a service contract with Dr. Brad Thomas as Island County's designated Health Officer.

Follow up: Okay with full Board.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, May 15, 2013 at 2:20 p.m. & 4:30 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

Others Present: Elaine Marlow, Budget Director

Record @ 01:21:15

Subject/Description: Consider applicant for Regional Transportation Planning Organization (RTPO) Citizens Advisory Board, District #2

Attachments: yes

Action Requested: The Board considered the applicant for Regional Transportation Planning Organization (RTPO) Citizens Advisory Board, District #2.

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

Subject/Description: No-Objection Letter for Special Occasion Liquor License

Attachments: yes

Action Requested: Approval of No-Objection Letter for Special Occasion Liquor License for Meerkerk Gardens.

Follow up: *Commissioner Price Johnson moved to authorize the Chair to sign the No-Objection Letter for a Special Occasion Liquor License for Meerkerk Rhododendron Gardens, Greenbank, Washington on May 25, 2013 from 3:00 pm to 7:00 p.m. The motion was seconded by Commissioner Johnson and carried unanimously.*

Record @ 03:26:00

Subject/Description: Resolution providing to the Qualified Electors of Island County at an Election to be held on November 12, 2013, and Advisory Ballot for Citizen input on the Conservation Futures Fund

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 93
MAY 15, 2013 – WORK SESSIONS**

Attachment: draft resolution

Discussion: Commissioner Emerson brought forward a resolution to consider placing a temporary moratorium on the collection of the Conservation Futures levy before the voters.

Follow up: There was no support for moving the resolution forward.

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

Work Session was held between the County Commissioners and the Budget Director on Wednesday, May 15, 2013, at 2:35 & 4:45 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

Other Staff Present: Wylie Farr

Record @ 01:37:57

Subject/Description: 2013 Copier Replacements

Attachments: yes

Action Requested: Approval of PO #7690 Sharp Electronics for replacing copiers for Sheriff Camano, Sheriff North, Clerk, Juvenile, Treasurer and GSA; Amount: \$35,023.40.

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

Record @ 03:44:35

Add-On

Subject/Description: Sheriff's Office - Surplus boat and trailer

Attachment: none

Action Requested: Approval of resolution authorizing vehicles to be sold or disposed of in accordance with Island County Chapter 2.31

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

Subject/Description: Public Hearing on Monday May 20 – Resolution Amending 2013 Budget

Attachments: yes

Information: Resolution amending the 2013 Island County Budget scheduled for Monday May 20th. The resolution revises the budget estimates for health insurance benefits, establishes a budget for the Natural Resources Fund, and recognizes uses of contingency funds.

Elaine will make the following changes under Uses of Current Expense Contingency:

- Sheriff: Plambeck leave payout
- Unspent budget capacity from Camano Animal Control to Sheriff

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

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 94
MAY 15, 2013 – WORK SESSIONS**

Subject/Description: Schedule Budget Kick Off Meeting with Elected Officials & Dept. Heads
Attachments: draft 2014 Annual Budget Calendar & Draft 2014 Island County Budget Call
Information: Elaine briefed the Board on the 2014 budget calendar. Commissioner Emerson will send out an invitation to Elected Officials to attend the June 12th work session to discuss their goals and priorities. At the same time the Board will begin discussions about their own goals and priorities. Budget workshops are tentatively planned for late August and early September.

EXECUTIVE SESSION ANNOUNCED

Commissioner Emerson announced that the Board would recess and then meet in Executive Session on Thursday, May 16, 2013 at 10:00 a.m. as allowed under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. The Executive Session will take place in the Administration Building, Room 116 and is expected to last one hour. No announcement in open public session is expected following Executive Session.

The May 15, 2013 Work Session recessed at 5:16 p.m.

On May 16, 2013 the Board reconvened at 10:00 a.m. and immediately went into Executive Session as allowed under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. No announcement in open public session is expected following Executive Session. At 11:00 a.m. Commissioner Emerson announced that approximately one more hour would be needed for the Executive Session.

At 11:45 a.m. the Board returned to open public session and recessed to Friday, May 17, 2013 at 8:30 a.m.

On May 17, 2013 at 8:30 a.m., the Board returned to open public session to discuss the process for hiring a new Planning Director. At 8:40 a.m. the Board went into Executive Session as allowed under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. The Executive Session will take place in the Commissioners Conference Room and is expected to last ten minutes. At 8:45 a.m. the Board returned to open public session and immediately recessed until Monday, May 20, 2013 at 9:00 a.m. at which time a public announcement will be made during regular session.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Kelly Emerson, Chair

Helen Price Johnson, Member

Jill Johnson, Member

ATTEST:

Elaine Marlow, Clerk of the Board