

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 140
SEPTEMBER 3, 2014 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, September 3, 2014, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member – via Polycom from Camano

Staff Present: **Bill Oakes, Director, Joantha Guthrie**

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

Record @ 00:05

Add-On

Subject/Description: **Six Year Plan**

Attachment: none

Information: The Planning Commission held a Public Hearing on August 26, 2014 on the Six Year Transportation Improvement Program 2014-2019 and the Capital Improvement Program 2014-2019 and approved both as presented.

Follow Up: Okay with full Board to move forward to a Monday agenda for adoption.

Roads

Subject/Description: **Simulcast Radios**

Attachment: none

Information: Bill briefed the Board on how simulcast radio systems work.

Follow up: Continue discussion to Public Works September 4, 2014 budget session.

Solid Waste

Subject/Description: **Comprehensive Solid Waste and Moderate Risk Waste Management Plan**

Attachment: Memo dated 9/3/14 from Joantha Guthrie, to BOCC

Action Requested: Joantha Guthrie reviewed the updates to the Comprehensive Solid Waste and Moderate Risk Waste Management Plan required under RCW 70.95, RCW 70.105 and to conform to the DOE Guidelines.

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

Roads

Subject/Description: **Turnback Agreement TB-1-0247**

Attachment: Memorandum; Agreement

Action Requested: Approval of Turnback Agreement between WSDOT and Island County; Dugualla Bay Mitigation Site Dike Road.

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

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 141
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Subject/Description: GIS

Attachment: none

Information: Bill informed the Board he is moving forward with a purchase order for the GIS implementation process; Estimated Cost \$9,000-\$18,000.

Subject/Description: Golf Carts

Attachment: Ordinance

Action Requested: Bill provided some background information on the creation of the 2011 ordinance and code. The following modifications were suggested:

- Delete the last sentence under 10.07.050E. ~~Golf Cart operators must use hand signals to signal turns and stops.~~
- Delete 10.07.050G. ~~No person shall operate a Golf Cart on a Public Road between on-half hour after sunset and on half hour before sunrise.~~ Add a sentence to make it permissive to use golf carts at night.
- Add (4) to 10.07.050H. At all times, golf carts will be equipped with two operating headlights (one on each side of the front of the golf cart) and two operating taillights with brake lights and turn signals (one on each side of the rear of the golf cart).

Follow Up: A majority of the Board agreed to forward the revisions to the code reviser and schedule a public hearing.

Subject/Description: 2015 STP-R Grant Application

Attachment: Memorandum dated 9/2/14 from Connie Bowers, to BOCC

Information: Public Works identified four tentative projects for 2015 STP-R grant funds:

- Update the Non-Motorized Transportation Plan
- Crescent Harbor Road/Regatta Drive Intersection Improvements
- Swantown Road/Heller Road Signalization
- Paving of Crescent Harbor Road

Follow Up: Applications are due by October 3, 2014; anticipated date of award is October 23, 2014.

Subject/Description: Camano Annex Paving

Attachment: yes

Action Requested: Bill Oakes provided two options for Camano Annex parking lot paving using REET 1 & 2 funds (\$100,000 in budget allocated for miscellaneous capital projects)

Option 1 - Community Center to Skagit Regional Clinic

Option A – Chip Seal	\$32,000.00
Option B - Asphalt Paving	\$48,000.00

Option 2 - Can Ku Road to Skagit Regional Clinic

Option A – Chip Seal	\$50,000.00
Option B – Asphalt Paving	\$77,000.00

Record Part 2 @ 30:20

Follow up: Okay with full Board to move forward with Option 1B.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 142
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**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, September 3, 2014 at 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member – via Polycom from Camano

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Bill Oakes, Brooke Powell

Record @ 01:34:50

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Job Requisitions

Public Works

- Truck Driver 1, Replacement, R-11 #076/14
Commissioner Price Johnson moved to approved Job Requisition #076/14. The motion was seconded by Commissioner Johnson and carried unanimously.

Superior Court/CASA

- CASA Administrative Assistant, Replacement, C-7 #077/14
Commissioner Price Johnson moved to approved Job Requisition #077/14. The motion was seconded by Commissioner Johnson and carried unanimously.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, September 3, 2014 at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member – via Polycom from Camano

Staff: Pam Dill

Staff Present: David Wechner, Director, Will Simpson, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 01:38:12

Subject/Description: Follow up discussion related to SMP update and next steps

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Attachment: yes

Action Requested:

Follow up: Postponed to September 17, 2014 Work Session.

Subject/Description: Revisions to FWHCA

Attachment: Draft changes to FWHCA code language and Board Findings

Discussion: Following public testimony on August 25th the Board closed the public hearing, deliberated, and directed staff to clarify permit procedures related to existing and ongoing agriculture practices. The Board continued their deliberations. Staff provided the following proposed clarifying language;

Record Part 2 @ 49:33

17.02B.410A. Evaluation Requirements – Fish and Wildlife Habitat Conservation Areas

2. For activities authorized pursuant to ICC 17.02B.310.C.7 no BSA shall be required provided that:

- a) The activity does not involve a type “F” or type “S” stream; and
- b) The activity is associated with an Existing and On-Going Agricultural Activity; and
- c) The Director verifies, prior to permit approval, that the area where the proposed activity will take place has been actively used for, and continuously maintained as, an agricultural drainage facility; and
- d) The proposed activity is limited to Maintenance or Repair; and
- e) Critical Area functions and values can be protected through the application of clear, and easily understood Mitigation measures and BMPs; and
- f) Upon completion of the proposed work the Director verifies that required BMPs have been properly implemented and that all conditions of permit approval have been adhered to.

17.02B.410B. Evaluation Requirements – Fish and Wildlife Habitat Conservation Areas

7. Best Management Practices, including a discussion of on-going maintenance practices that will assure protection of all Critical Areas on-site after the project has been completed. If Monitoring is required, this section shall include a description of proposed monitoring criteria, methods, and schedule. ~~For Repair or Maintenance of legally established drainage facilities that are associated with Existing and On-Going Agricultural Activities and that are also Regulated Streams, NRCS guidelines shall be accepted as BMPs when it can be shown that such guidelines will protect the functions and values of the Critical Area.~~

17.02B.310A. Permitted Alterations

2. A Mitigation plan shall also be required by the Director consistent with Section 17.02B.080 unless the Director determines that the project is exempt from Mitigation Plan requirements pursuant to ICC 17.02B.080.H.

17.02B.080 General Mitigation Requirements

- H. For projects exempt from Biological Site Assessment requirements under ICC 17.02B.410A.2. no Mitigation plan shall be required.

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Record Part 2 @ 00:05

Administration

Subject/Description: WA State Department of Health – Consolidated Contract

Attachment: Contract No. C16886 – Amendment 16

Action Requested: Approval of Consolidated Contract Amendment 16; increase of \$94,009 for a revised maximum consideration of \$2,304,082.

Follow up: Okay with full Board to move forward to a Monday agenda following risk and legal review.

Add-On

Subject/Description: Agreement for Professional Services - AFTS

Attachment: yes

Action Requested: Approval of contract between Island County Health Department and Automatic Funds Transfer Services (AFTS) for Island County Septic Loan Administration; Contract No. HD-04-2014; Terms: 9/1/14-8/31/15; Amount: not to exceed \$15,000.00.

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

Subject/Description: Voucher

Attachment: none

Action Requested: Approval to reimburse Public Health employee \$126.46 for refreshments provided at a meeting held on August 14, 2014 at the Camano Multi-Purpose Center associated with the Triangle Cove Pollution Identification and Correction project.

Follow up: Okay with full Board.

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on September 3, 2014 at 1:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff: Pam Dill**
Helen Price Johnson, Member
Aubrey Vaughan, Member – via Polycom from Camano

Staff Present: Keith Higman, Director

Others Present: Elaine Marlow, Budget Director

Record Part 2 @ 10:25

Subject/Description: WA State Recreation & Conservation Office

Attachment: Contract No. 13-1364P- Amendment No. 2

Action Requested: Approval of Amendment No. 2 providing \$59,308 of capacity funding as allocated by the Salmon Recovery Funding Board to support the Island County Lead Entity scope of work for July 1, 2014 through June 30, 2015.

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

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 147
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Subject/Description: Consider applicants for Clinton and Coupeville Ferry Advisory Committees

Attachments: yes

Action Requested: The Board considered applicants for the Clinton and Coupeville Ferry Advisory Committees.

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

Subject/Description: Elected Officials Salaries

Attachments: Memorandum dated 8/28/14 from Elaine Marlow, to BOCC

Action Requested:

Follow up: Postponed to September 17, 2014 Work Session.

Subject/Description: Law & Justice Council appointment (Gerald Betts)

Attachments: none

Information: It is the interpretation of the Island County Prosecuting Attorney that the Board of County Commissioners only had the authority to appoint Gerald Betts to fill the unexpired two-year term and not extend the term to February of 2017.

Follow up: Staff will send a letter advising Gerald Betts that his term has been revised and will now expire on February 28, 2015.

The Board recessed at 2:00 p.m. and will reconvene in Budget Workshop on Thursday, September 4, 2014 at 2:00 p.m.

SEPTEMBER 4, 2014 AT 2:00 P.M. – WORK SESSION RECONVENED
BUDGET WORKSHOPS WITH DEPARTMENTS

(Access recording here: [Budget Workshops with Departments](#))

The Board reconvened for Budget Workshops with Departments at 2:00 p.m. Commissioners Johnson and Price Johnson were in attendance. Commissioner Vaughan attended via Polycom from his office on Camano Island. Following are the Departments' supplemental requests.

Public Works

Presentation by Bill Oakes

(Handout provided - 2014 ERR Month Rental Rates)

GIS Implementation

- Funded 50% from Current Expense and 50% County Road Fund. In 2012-2013 the County contracted with a consultant to develop an implementation plan for an enterprise GIS system. This funding is needed to move GIS forward within the County. GIS will better manage, utilize and analyze the County's geospatial data. This will improve communication with both internal and external customers.
- Coordinator, start-up and annual licensing

County Roads

- Correct salary disparity between non-represented supervisors and highest paid 1845-I union positions. Two non-represented supervisors make the same as highest paid 1845-I because only 1845-I members received COLA 2.6% in 2009.
- Survey Technician (Engineer Tech). Succession planning and increase level of service.
- Sign Shop Tech extended nine months – seasonal to twelve months. Additional staff time to address workload increases as well as implement regular sign inspection program.

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- UHF Simulcast

Emergency Management

- Administrative Assistant .5 FTE. Relieve Deputy Director from answering phones and general office, which will provide increased functions of education, training, exercises, planning and response.

Parks

- Seasonal Parks Tech, increase from nine months to 12 months. This increase will alleviate strain on employees, enhance safety and increase level of service to citizens. In-house winter maintenance will reduce costs and allow catch-up on deferred maintenance.
- Four Springs additional funding for M&O. Due to a successful marketing campaign, rentals have increased by 40% in 2014, but additional funding is needed to meet increasing maintenance and utilities and to correct negative fund balance.

Surface Water

- Surface Water Engineer

Solid Waste

- Solid Waste Tech

Public Health

Presentation by Keith Higman

- Environmental Health Technician
- Public Health Nurse
- Environmental Health Specialist II

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Helen Price Johnson, Member

Aubrey Vaughan, Member

ATTEST:

Debbie Thompson, Clerk of the Board