

2016

ISLAND COUNTY COMMISSIONERS' WORK SESSION SCHEDULE JUNE

REGULAR WORK SESSION 2nd WEDNESDAY, JUNE 8, 2016

9:00 a.m.	Public Works
9:15 a.m.	Human Services
9:30 a.m.	Facilities
10:00 a.m.	Juvenile/Superior Court
10:15 a.m.	Sheriff
10:30 a.m.	Budget Director/GSA
10:45 a.m.	Commissioners Office
11:00 a.m.	Long Range Planning

The Board of County Commissioners meets in Work Session routinely on the first three Wednesdays of each month (unless otherwise scheduled). Work Sessions are held in the Annex Building, Commissioners' Hearing Room, #B102, 1 NE 6th Street, Coupeville, Wa.

Work sessions are public meetings which provide an opportunity in an informal workshop format for the Board to review in detail ongoing issues with individual departments and elected officials. This time also is used for the Board to meet with other agencies, committees and groups to discuss specific topics of mutual interest. Items are typically first reviewed at Work Session before being scheduled on the agenda for the Board's regular business meetings held on Tuesdays.

Times for each department are approximate. Due to time constraints, a time slot scheduled for a specific department may be revised (earlier or later) as the Work Session progresses. Because of the workshop format and time sensitivity of certain items, topics may be discussed that are not included on a department's agenda.

Persons requiring auxiliary aids/services should call Island County Human Resources at 360 – 679-7372, 629-4522 Ext. 7372, or 321-5111 Ext. 7372 – at least 24 hours prior to the meeting.

BOCC:pd

cc: Elected Officials
Appointed Department Heads
Press



**ISLAND COUNTY PUBLIC WORKS
COMMISSIONERS AGENDA
~ WORK SESSION ~
Commissioners' Hearing Room
June 8, 2016 @ 9:00 a.m.**

*Bill Oakes, Director/County Engineer
Steve Marx, Assistant Director
Connie Bowers, P.E., Assistant County Engineer*

*County Commissioners: Richard M. Hannold, Chair
Helen Price Johnson, Member
Jill Johnson, Member*

Staff: Pam Dill

Public Works Staff Present:

Others Present:

I. Surface Water

- A. Subject/Description: Columbia Beach Drive at Berg Road Outfall**
Attachment:
Action requested: Discussion
Follow up: To be determined

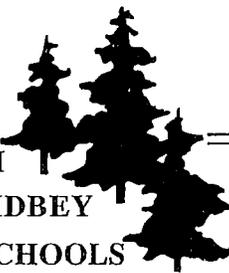
HUMAN SERVICES
Work Session Agenda
June 8, 2016

1. Subject: School Based Mental Health Program
Description: South Whidbey and Oak Harbor District updates
Attachment: Yes
Proposed Action: Discussion, approval to proceed with job requisition

2. Subject: South Whidbey Collaboration
Description: Co-location of services on South Whidbey
Attachment: No
Proposed Action: Discussion

DISTRICT 206

**SOUTH
WHIDBEY
SCHOOLS**



Josephine P. Moccia, Ed.D
SUPERINTENDENT OF SCHOOLS

BOARD OF DIRECTORS:

Rocco Gianni
Damian Greene
Julie Hadden
Shawn Nowlin
Linda Racicot

May 12, 2016

Dear Charlene,

The South Whidbey School District is committed to working with Island County to improve our ability to offer services to our youth in the area of mental health. We wish to augment the work of Island County by providing \$24,000 in LAP funds for the 2016-2017 school year. In discussion with you, this funding will be used to increase the school based mental health positions from 1.6 FTE to 1.7 FTE for the district as well as adding a .5 care coordinator to the district. We look forward to this increase in support and hope that we may continue our work together on behalf of students and families.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jo Moccia', with a large loop at the beginning and a long horizontal stroke extending to the right.

Dr. Jo Moccia
Superintendent
South Whidbey School District
360-221-6808 x2245
www.sw.wednet.edu



Island County Facilities Management

Commissioner's Agenda

- Work Session -

June 8, 2016

Larry Van Horn, Facilities Director

County Commissioners:

Rick Hannold, Chair

Jill Johnson, Member

Helen Price Johnson, Member

-
- 1) Subject/Description: Space planning update
Attachment: Yes
Action Requested: No
Follow up:

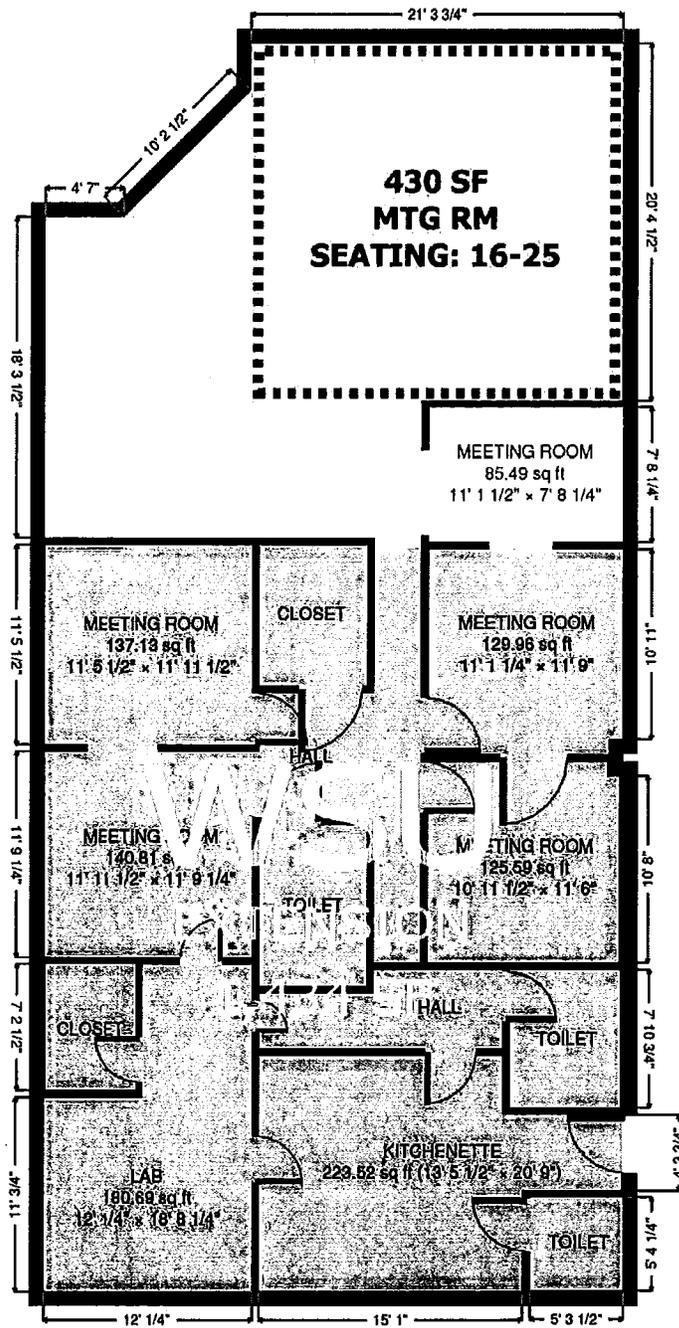
 - 2) Subject/Description: Sale of truck to Fair Association
Attachment: Yes
Action Requested: No
Follow up:

 - 3) Subject/Description: Parking update
Attachment: Yes
Action Requested: No
Follow up:

Misc. updates:

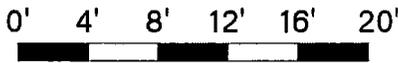
CHRISTENSEN BLDG PROPOSAL

FOR WSU EXTENSION RELOCATION
MAY 27, 2016



	SF	BLDG
CURRENT ISSUED	1200	LAW & Justice
PROPOSED	1434	CHRISTENSEN BLDG

YR 1	LEASE	\$26K
	UTILITIES	\$3K
	CUSTODIAL	\$ -





Washington State
Department of Revenue
Compliance Procedures & Admin.
PO Box 47473
Olympia WA 98504-7473

Declaration of Buyer and Seller Regarding Value of Used Vehicle Sold



Description of vehicle

Make Ford Model PU Year 1996

Vehicle Identification Number 2FDKF38G5TCA51285

Seller's Name(s) *(please print)* Island County Road Department

Address PO Box 5000

City Coupeville State WA Zip 98239

Phone (360) 679-7332

Buyer's Name(s) *(please print)* Island County

Address PO Box 5000

City Coupeville State WA Zip 98239

Phone (360) 678-7870

Amount Paid \$500.00 Date of Sale 10 / 23 / 14

Describe condition of vehicle (example: needs new engine, bodywork etc.)

Washington law (Chapter 82.12 RCW) imposes a use tax on vehicles purchased from persons who are not required to collect the retail sales tax. The tax is due from the buyer on the value of the vehicle at the time of first use. RCW 82.12.010(7)(a) defines "value of the article used" for use tax purposes. Value means the amount paid or contracted to be paid for the vehicle. If the purchase price does not represent the true value of the vehicle acquired, the value is to be determined as nearly as possible according to the retail selling price at place of use of similar vehicle(s) of like quality and character. The Department of Revenue may, based on this statutory provision, review and audit declarations of buyers and sellers regarding value of used vehicles sold with possible additional tax, interest and penalties as a result.

The following statements are made under the laws of the State of Washington. Indicate the city and state for "place signed." I declare, under penalty of perjury, that the above amount is the total amount paid or contracted to be paid for the described vehicle.

(Seller's Signature) / /
(Date) *(Place Signed)*

(Buyer's Signature) / /
(Date) *(Place Signed)*

For tax assistance or to request this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.

Res

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF THE SURPLUS OF) RESOLUTION C-28-14
COUNTY PROPERTY: 1994 CHEVROLET) R- 11 -14
PICKUP EQUIP# 105, 1987 FORD PICKUP)
EQUIP# 131, 1996 FORD PICKUP EQUIP #138)
AND 1989 CHEVROLET PICKUP EQUIP #316)

WHEREAS, Island County has certain personal property, a 1994 Chevrolet Pickup, Equip #105, VIN 1GBJK34K6RE289921, 1987 Ford Pickup, Equip #131, VIN 2FDKF37L3HCA75039, 1996 Ford Pickup, Equip #138, VIN 2FDKF38G5TCA51285, and a 1989 Chevrolet Pickup, Equip #316, VIN 1GBJR34K4KJ122305, which has lost its economic value/utility and is no longer needed for public use; and

WHEREAS, pursuant to Island County Code sections 2.31.080, 2.31.100(A)(2), and 2.31.130(B) the Board of County Commissioners may declare such property surplus and direct their disposal; and

WHEREAS, it is in the best interest of the County and the citizens thereof that said items be sold or disposed of; NOW, THEREFORE,

BE IT HEREBY RESOLVED that the items noted herein shall be sold or disposed of in accordance with Island County Code sections 2.31.080, 2.31.100(A)(2), and 2.31.130(B).

DATED this 24th day of March, 2014.

BOARD OF COMMISSIONERS
ISLAND COUNTY, WASHINGTON



Jill Johnson

Jill Johnson, Chair

Kelly Emerson

Kelly Emerson, Member

Helen Price Johnson

Helen Price Johnson, Member

ATTEST:

Debbie Thompson
Debbie Thompson
Clerk of the Board

ICC 2.31.100 - Procedures for sale of personal property

- A. Surplus personal property shall be sold at public auction, privately operated consignment sale open to the public or by sealed bid with sale to the highest bidder at or above the minimum price established by the board, except:
1. When selling to a government agency;
 2. When personal property to be disposed of is to be traded in upon the purchase of a like article;
 3. When the board setting forth the facts has declared an emergency to exist;
 4. Salvage junk metals that have accumulated for purposes of sale as scrap metals, in which case the metal shall be sold to the local dealer(s) offering the best current market price per measured weight or volume determined by telephone survey or other reasonable means;
 5. When the value of the property to be sold is less than two thousand five hundred dollars (\$2,500.00) based upon a reasonable estimate by the board.
- B. Surplus personal property to be sold by a process other than specified in [subsection] A. above shall be sold by negotiation.
- C. Surplus personal property no longer having any value shall be disposed of in an appropriate solid waste disposal site. However, once having arrived at an Island County solid waste disposal facility, such items that may be of use to another person, under policies and procedures developed by the Public Works Director, may be conveyed to another person at no cost.

In this case, because the Fair Association is a private non-profit organization, the Board would have to determine that the truck's value is less than \$2,500 before the sale could be negotiated.

In this particular case this truck was declared surplus by Public Works by way of resolution C-28-14, March 24, 2014 and then subsequently sold to Parks for \$500.00.

If it is the boards desire to direct me I can begin negotiations with the Fair Association to sell them this truck with a minimum sales price of \$150.00.

SUPERIOR COURT OF THE STATE OF WASHINGTON

FOR ISLAND COUNTY

Law & Justice Facility, 101 NE 6th St, PO Box 5000, Coupeville WA 98239-5000
Phone: (360) 679-7361 Fax: (360) 679-7383

ALAN R. HANCOCK
Judge
VICKIE I. CHURCHILL
Judge
ANDREW SOMERS
Court Administrator

TO: BOARD OF ISLAND COUNTY COMMISSIONERS

FROM: ANDREW SOMERS
COURT ADMINISTRATOR

DATE: JUNE 2, 2016

SUBJ: WORK SESSION AGENDA- JUNE 8, 2016

1. SUBJECT: TREATMENT SALES TAX ADVISORY COMMITTEE MEMBERSHIP

RM: NA **TERM:** **AMOUNT:**
DESCRIPTION: DISCUSSION
ATTACHMENT:
ACTION REQUESTED: APPROVE REVIEW OTHER

2. SUBJECT: 2017 BUDGET

RM: **TERM:** **AMOUNT:**
DESCRIPTION: DISCUSSION
ATTACHMENT:
ACTION REQUESTED: APPROVE REVIEW OTHER

3. SUBJECT: ISLAND COUNTY SUPERIOR COURT & DSHS

RM: **TERM:** 7/1/16 TO 6/30/2021 **AMOUNT:** FEE FOR SERVICE
DESCRIPTION: PROGRAM AGREEMENT FOR COURT COMMISSIONER'S SERVICES
ATTACHMENT: CONTRACT
ACTION REQUESTED: APPROVE REVIEW OTHER

4. SUBJECT:

RM: **TERM:** **AMOUNT:**
DESCRIPTION:
ATTACHMENT:
ACTION REQUESTED: APPROVE REVIEW OTHER

Provide either electronically or by hard copy one (1) copy of document(s) and Agenda. Documents & Agenda are due the week before the Wednesday meeting, on Monday, by close of business. For example, if the Work Session falls on October 9, documents were due on Monday, September 30.



**COUNTY
PROGRAM AGREEMENT**
Court Commissioner's Services

DSHS Agreement Number

1663-67348

This Program Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the County identified below, and is issued in conjunction with a County and DSHS Agreement On General Terms and Conditions, which is incorporated by reference.

Administration or Division Agreement Number

County Agreement Number

DSHS ADMINISTRATION
Economic Services
Administration

DSHS DIVISION
Division of Child Support

DSHS INDEX NUMBER
1222

DSHS CONTRACT CODE
3051CS-63

DSHS CONTACT NAME AND TITLE

Kimberly Curtis
Contracts Program Manager

DSHS CONTACT ADDRESS

PO Box 9162
Olympia, WA [Click here to enter text.](#)

DSHS CONTACT TELEPHONE
(360)664-5315

DSHS CONTACT FAX

DSHS CONTACT E-MAIL
curtik@dsht.wa.gov

COUNTY NAME

Island County

COUNTY ADDRESS

Superior Court Manager
PO Box 5000
Coupeville, WA 98239

COUNTY FEDERAL EMPLOYER IDENTIFICATION NUMBER

COUNTY CONTACT NAME

Andrew Somers

COUNTY CONTACT TELEPHONE
(360) 678-7973

COUNTY CONTACT FAX

COUNTY CONTACT E-MAIL
a.somers@co.island.wa.us

IS THE COUNTY A SUBRECIPIENT FOR PURPOSES OF THIS PROGRAM AGREEMENT?
Yes

CFDA NUMBERS
93.563

PROGRAM AGREEMENT START DATE
07/01/2016

PROGRAM AGREEMENT END DATE
06/30/2021

MAXIMUM PROGRAM AGREEMENT AMOUNT
Fee For Service

EXHIBITS. When the box below is marked with an X, the following Exhibits are attached and are incorporated into this County Program Agreement by reference:

- Exhibits (specify):
 No Exhibits.

The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract. This Contract shall be binding on DSHS only upon signature by DSHS.

COUNTY SIGNATURE(S)

PRINTED NAME(S) AND TITLE(S)

DATE(S) SIGNED

Chair Board of Island County Commissioners

Alan Hancock, Judge

Vickie Churchill, Presiding Judge

DSHS SIGNATURE

PRINTED NAME AND TITLE

DATE SIGNED

Kimberly S. Curtis, Government Liaison/Contracts
Manager
DSHS/Division of Child Support

Special Terms and Conditions

1. Definitions Specific to Special Terms. The words and phrases listed below, as used in this Contract, shall each have the following definitions:

- a. "Cost Reimbursement Plan" means the DCS approved funding methodology and process by which Title IV-D reimbursement claims are calculated by the County.
- b. "Court Commissioner" means a person appointed by the County Superior Court to carry out the judicial duties authorized by Revised Code of Washington (RCW) 2.24.040 and Washington Constitution Article IV, Section 23.
- c. "DCS" means the Division of Child Support, a division of the Department of Social and Health Services' Economic Services Administration, the single designated entity which administers, supervises, and monitors Washington State's child support enforcement program and State Plan under Title IV-D of the Social Security Act.
- d. "DSHS" means the State of Washington's Department of Social and Health Services.
- e. "Dedicated Docket" means a regularly scheduled court calendar devoted to the expedited processing of Title IV-D child support services cases which provides the time required for the volume of Title IV-D cases.
- f. "Direct Costs" means costs which are incurred by and directly allocable to the County.
- g. "Expedited Processes" are as defined in 45 CFR Chapter III, Part 303, Section 303.101.
- h. "Federal Financial Participation" means the percentage of costs that the federal government reimburses DCS for expenses incurred in carrying out the Washington State Title IV-D child support program.
- i. "Federal Incentive" means the additional reimbursement of funds from the federal government to DCS based upon specific performance measures.
- j. "Indirect Costs" means costs that are incurred by the County but not directly allocable to the County in carrying out the IV-D child support program.
- k. "Title IV-D Child Support matters or services" mean and includes: the establishment of paternity; the establishment and modification of child support orders; the enforcement of judicially or administratively ordered child support or medical support obligation in cases initiated by the County Prosecuting Attorney, the Attorney General, or an attorney contracted to act on behalf of the State of Washington. Title IV-D of the Social Security Act is codified at 42 USC Chapter 7, Subchapter IV, Part D, section 651 et seq.

2. Purpose

Engage the services of a Court Commissioner to ensure that all Title IV-D child support cases are processed with priority in a manner sufficient to meet all relevant program standards and time frame requirements, set forth in Title IV-D of the Social Security Act and related provisions of the Code of Federal Regulations, including 45 CFR Part 303.

- a. DCS is required by federal regulation to perform various judicial proceedings and case actions within prescribed time frames, see 45 CFR 303. Federal regulations also provide for enhanced federal funding for DCS when it performs at a high level through the provision of federal incentive payments (45 CFR 304.12).

Special Terms and Conditions

- b. The Counties are valuable partners for maintaining compliance with required federal performance standards and achievements-based federal incentive payments. Crucial areas where Court Commissioners help in meeting federal requirements include:
 - (1) Hearing and deciding Title IV-D paternity and child support matters as expeditiously as possible;
 - (2) Entering child support orders that are in accord with the Washington State Child Support Schedule and the obligor's reasonable ability to pay; and
 - (3) Establishing obligations for provisions of health insurance coverage for the dependent children.
- c. The rationale for the reimbursement of Court Commissioner time with Title IV-D funds is the federal requirement that states provide an expedited process for adjudicating and concluding Title IV-D cases.
- d. Consideration is paid under this agreement in order to ensure that all IV-D child support cases are processed with priority in a manner sufficient to meet all relevant program standards and time frame requirements, set forth in Title IV-D of the Social Security Act and related provisions of the Code of Federal Regulations, including 45 CFR Part 303, as in effect or later amended, and such other regulations as may be adopted.
- e. The parties, under this Agreement, agree to coordinate activities to expedite the establishment, modification, and enforcement of orders in Title IV-D child support matters.

3. Period of Performance

The period of performance is as stated on Page 1 of this Agreement.

4. Duties of the County

The County is empowered under state law through the use of Court Commissioners to preside over family law judicial proceedings in Superior Court. Under this Agreement, the County shall have the following responsibilities:

- a. To preside over child support related hearings in Superior Court actions.
- b. To comply fully with the requirements of:
 - (1) 42 USC Chapter 7, Subchapter IV, Part D, sections 651 et seq. (Title IV-D of the Social Security Act);
 - (2) 45 CFR Chapter III, Part 302, section 302.34 (Cooperative Arrangements); Part 303, section 303.107 (Requirements for Cooperative Arrangements); Part 304 (Federal Financial Participation); and Part 305 (Program Performance Measures, Standards, Financial Incentives, and Penalties);
 - (3) 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- c. To ensure that an adequate amount of time is set aside for expedited processing of Title IV-D child support cases initiated by the County Prosecuting Attorney, the Attorney General, or an attorney contracted to act on behalf of the State of Washington. Preferable methods for achieving this goal include dedicated dockets, or set-aside time on family law calendars exclusively for IV-D cases.

Special Terms and Conditions

- d. If the County cannot provide a dedicated docket for Title IV-D cases, the County must develop an acceptable alternative process to ensure expedited handling of these cases.
- e. To meet as needed with the County Prosecuting Attorney and DCS to review the effectiveness of the expedited processes in meeting the program standards and time frame requirement defined in 45 CFR Part 303.
- f. To provide DCS an annual budget of court costs and expenditures for which reimbursement is expected to be claimed under this Agreement, using a format established by DCS. The County must monitor its budget and reimbursements. If initial budget authorization is found to be insufficient for the full calendar year, the County must submit a budget amendment request prior to the submission of any reimbursement claims that will result in exceeding the approved budget.
- g. To maintain on file with DCS a current County Indirect Cost Allocation Plan. The Plan, which is the responsibility of the County, must be updated annually in accordance with federal requirements contained in 2 CFR Part 200.
- h. To maintain or forward to DCS case records and supporting fiscal records as are required by state or federal laws or regulations adopted pursuant to Title IV-D.
- i. To retain case records for five (5) years after final disposition and be available for inspection, review, or audit by authorized DCS personnel, the Office of the State Auditor or federal auditors during the Agreement period.
- j. To submit to DCS copies of any support orders, documents or information obtained that indicates the disposition of cases.
- k. To respond to reasonable requests for information from DCS regarding the current status of cases.
- l. To respond to reasonable requests for information from DCS regarding performance under the contract.

5. Duties of the Division of Child Support

DCS is the designated single state entity that administers, supervises, and monitors Washington State's Child Support Enforcement Program and the State Plan under Title IV-D of the Social Security Act. Under this Agreement, DCS will have the following responsibilities:

- a. To comply fully with the requirements of:
 - (1) 42 USC Chapter 7, Subchapter IV, Part D, sections 651 et seq. (Title IV-D of the Social Security Act);
 - (2) 45 CFR Chapter III, Part 302, section 302.34 (Cooperative Arrangements); Part 303, section 303.107 (Requirements for Cooperative Arrangements); Part 304 (Federal Financial Participation); and Part 305 (Program Performance Measures, Standards, Financial Incentives, and Penalties);
 - (3) 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- b. To inform counties of:
 - (1) Relevant federal statutes, regulations and policies;

Special Terms and Conditions

- (2) Provisions of the State Plan;
 - (3) State policies, standards, procedures and instructions; and
 - (4) Changes in federal and state funding, match rates, incentives, program requirements, performance measures and reimbursement methodology.
- c. To provide reasonable technical assistance and cooperation in program and fiscal areas necessary to assist counties in meeting state and federal requirements.
- d. To reimburse funds expended by the County for allowable expenditures pursuant to an approved reimbursement plan:
- (1) Reimburse the allowable direct costs of the County in accordance with the County Court Commissioner's Funding Methodology, at the amount of the current federal match rate.
 - (2) Reimburse the other allowable indirect costs of the County, at the amount of the current federal match rate.
 - (3) Provide a proportionate share of the federal incentive payments to the County.
 - (4) Ensure that reimbursement shall not exceed the estimated financial participation as set forth in the County budget, including subsequent changes, approved by DCS.
 - (5) Ensure compliance with federal regulations at 45 CFR 304.21(b) (Limitations) specifying that federal funding is not available for compensation (salary and fringe benefits), travel and training, and office-related costs incurred by judges or administrative and support staff of judges.
- e. To send an annual survey to the Court and the County Prosecuting Attorney's Office to monitor performance under this Agreement.

6. Billing and Payment

a. Billing

- (1) The County shall submit a monthly claim for reimbursement using a format established by DCS and the Cost Reimbursement Plan.
- (2) Monthly claims shall be submitted for reimbursement for the actual allowable expenditures incurred in execution of this Agreement and must be in sufficient detail for DCS, state, and federal auditors to verify consistency.
- (3) All claims for reimbursement must be submitted to DCS within 90 days from the date of expenditure. No claim submitted more than 12 months after the date of expenditure will be reimbursed.
- (4) Any funds paid to the County which is later disallowed by state or federal auditors must be returned to DCS.
- (5) The County shall not claim reimbursement for any funds expended in execution of this Agreement that are, or have been derived directly from, federal funds, or are to be allocated to, or included as, a cost of any other federally financed program in either the current or a prior period.

Special Terms and Conditions

- (6) The County shall not claim reimbursement for the acquisition cost of any real property.
- (7) The County shall not claim reimbursement of any personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit without prior approval, except for the acquisition of automatic data processing equipment and software. This exception does not apply to imaging and equipment, which must have prior DCS approval due to budget constraints.
- (8) The County may claim reimbursement for the depreciation expense of nonexpendable personal property purchased by the County for use in execution of this Agreement, provided that management and accountability of said property is consistent with federal regulations adopted pursuant to Title IV-D. Per CFR 45.92.32, any equipment or items partially purchased with IV-D funding must be tracked and if disposed of or moved out of the Court's office, must be accorded a value at the time of disposal and if that value is over \$5,000 the asset value must be deducted from that month's reimbursement claim.
- (9) The County shall not claim reimbursement for charges levied by one county office against another where such fees are not charged uniformly to all those using the provided services.

b. Payment

- (1) Monthly claim reimbursements shall be submitted to:

Gail Hurlbert, DCS Fiscal Liaison
DSHS/Division of Child Support
MS 45860
P.O. Box 9162
Olympia, WA 98507-9162

- (2) The County shall contact the Fiscal Liaison, Gail Hurlbert at (360) 664-5237 or by email at hurlbg@dshs.wa.gov concerning billing questions.
- (3) Payment shall be considered timely if made by DSHS within thirty (30) days after receipt of the complete and accurate monthly cost reimbursement claim.
- (4) DSHS may, at its sole discretion, withhold payment claimed by the County for services rendered if the County fails to satisfactorily comply with any term or condition of this Agreement.

Sheriff Mark C. Brown

Post Office Box 5000

Coupeville, WA 98239-5000

360-678-4422, 629-4523 x7310, 321-5113 x7310

Fax 360-679-7371 MarkB@co.island.wa.us

Island County Sheriff's Office

STAFF SESSION Meeting Agenda June 8, 2016

SHERIFF

Subject: Registered Sex Offender Verification (RSO 16-17) \$75,961.56.

Attachment: Yes

Proposed Action: Discussion

WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

3060 Willamette Drive NE Lacey, WA 98516 ~ Phone: (360) 486-2380 ~ Fax: (360) 486-2381 ~ Website: www.waspc.org

Serving the Law Enforcement Community and the Citizens of Washington

May 17, 2016

Sheriff Mark Brown
Island County Sheriff's Office
PO BOX 5000
Coupeville, WA 98277



Dear Sheriff Mark Brown:

The Washington State Legislature allocated \$10 million dollars over the 2015-2017 biennium for the Registered Sex Offender Address Verification Program. This year, local agencies will receive \$4.91 million dollars to conduct face-to-face address verifications for registered sex and kidnapping offenders as directed by RCW 9A.44.130.

I am pleased to inform you that the Island County Sheriff's Office will receive \$75,961.56 for the Registered Sex Offender Address Verification Program. The grant cycle will follow the state fiscal year, starting July 1, 2016 and ending June 30, 2017. Quarterly grant reports are due on October 10, 2016, January 10, 2017, April 10, 2017, and July 10, 2017. Quarterly grant reports are to be completed electronically and will be emailed to RSO Coordinators. Reports must be received by WASPC prior to grant payments being issued to your agency.

Address verification funds are designed to support all aspects of Registered Sex Offender Address Verification. Most importantly, funds are required to be used for face-to-face verification a sex offender's address at the place of residency.

- For Level I Offenders—Face-to-Face Address Verification will occur once every twelve months
- For Level II Offenders—Face-to-Face Address Verification will occur once every six months
- For Level III Offenders—Face-to-Face Address Verification will occur once every three months

For the purposes of this grant, unclassified offenders and kidnapping offenders are considered level I offenders, unless the local jurisdiction sets a higher classification in the interest of public safety.

Additionally, funding from this program will be used to send at least one staff person to at least one OffenderWatch User Group meeting and/or the RSO Coordinator Conference (October 11-13, 2016). Address verification data must be entered into the statewide sex offender database, OffenderWatch.

Please review the attached interagency agreement and return to the WASPC Office ASAP. If you have any questions please contact Jamie Yoder at (360) 486-2419 or jyoder@waspc.org.

Sincerely,

A handwritten signature in cursive script that reads "M. Barker".

Mitch Barker
Executive Director

President CASEY SALISBURY <i>Sheriff—Mason County</i>	President Elect KEN HOHENBERG <i>Chief—Kennewick</i>	Vice President BRIAN BURNETT <i>Sheriff—Chelan County</i>	Past President ERIC OLSEN <i>Chief—Kirkland</i>	Treasurer KEN THOMAS <i>Chief—Ken</i>
DUSTY PIERPOINT <i>Chief—Lacey</i>	BONNIE BOWERS <i>Chief—Anacortes</i>	Executive Board STEVE STRACHAN <i>Chief—Bremerton</i>	MARK NELSON <i>Sheriff—Cowlitz County</i>	JOHN TURNER <i>Sheriff—Walla Walla County</i>
JOHN SNAZA <i>Sheriff—Thurston County</i>	MARK COUEY <i>Director—OIC</i> <i>Special Investigations Unit</i>	JOHN BATISTE <i>Chief—WA State Patrol</i>	FRANK MONTOYA, JR. <i>SAC—FBI, Seattle</i>	MITCH BARKER <i>Executive Director</i>

**WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS
INTERAGENCY AGREEMENT
SPECIFIC TERMS AND CONDITIONS**

Registered Sex Offender Address Verification Program

This AGREEMENT is entered into by and between the WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS (hereinafter referred to as WASPC) and the ISLAND COUNTY SHERIFF'S OFFICE (hereinafter referred to as the RECIPIENT).

Award Recipient Name and Address:
Island County Sheriff's Office
PO BOX 5000
Coupeville, WA 98277

Agency Contact: Mark Brown
Title: Sheriff

Project Title
Registered Sex Offender Address Verification

Funding Cycle
July 1, 2016-June 30, 2017

Agreement No:
RSO 16-17 Island

Funding Authority:
WA Association of Sheriffs and Police Chiefs

Grant Award:
\$75,961.56

Service Area:
Island County

FUNDING SOURCE

Funding for this AGREEMENT is provided to WASPC from the State of Washington. Funding awarded the RECIPIENT shall not exceed the amount shown on the award letter.

SCOPE OF SERVICES

The RECIPIENT shall use the funds awarded to meet the requirements identified in the award letter. The required quarterly report will be submitted electronically by October 10, 2016, January 10, 2017, April 10, 2017, and July 10, 2017. Funds will be disbursed in equal allotments each quarter. Quarterly grant reports must be received by WASPC prior to grant payments being issued to your agency.

IN WITNESS WHEREOF, WASPC and RECIPIENT acknowledge and accept the terms of this AGREEMENT and attachments hereto, and in witness whereof have executed this AGREEMENT as of the date and year written below. The rights and obligations of both parties to this AGREEMENT are governed by the information on this Award Sheet and Letter and other documents incorporated herein.

For WASPC	For RECIPIENT
Name: Mitch Barker	Name: Mark Brown
Title: Executive Director	Title: Sheriff
Agency: WA Association of Sheriffs and Police Chiefs	Agency: Island County Sheriff's Office
Date: May 17, 2016	Date:
Signature: 	Signature:

**RICHARD M. HANNOLD, CHAIR
BOARD OF COUNTY COMMISSIONERS**

BUDGET/GSA
WORK SESSION AGENDA

June 8, 2016

- (1) Subject: District Court Revenues
 Attachment: TBD
 Action Requested: Discussion

*Commissioners Office
Work Session
June 8, 2016*

Subject/Description: Resolution in the matter of a Countywide Order regarding
Public Records Act Exemptions

Attachments: yes

Action Requested:

Follow up:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF A COUNTYWIDE)
ORDER REGARDING PUBLIC RECORDS)
ACT EXEMPTIONS)**

RESOLUTION NO. C- 16

WHEREAS, the Island County Board of Commissioners is committed to the tenets of open government and the Public Records Act; and

WHEREAS, it is in the best interest of the County and community-at-large for County departments to provide access to public records using a consistent standard as allowed by law; and

WHEREAS, certain exemptions to disclosure are narrowly construed in Washington State law. The County may, in its discretion, waive those exemptions when determined to be in the public interest; and

WHEREAS, the attorney-client privilege statute, RCW 5.60.060(2)(a), is such an exemption from disclosure. The attorney-client privilege covers records reflecting communications transmitted in confidence between a public official or employee of a public agency acting in the performance of his or her duties and an attorney serving in the capacity of legal advisor for the purpose of rendering or obtaining legal advice, and records prepared by the attorney in furtherance of the rendition of legal advice; and

WHEREAS, RCW 42.56.290 exempts attorney work product "relevant to a controversy," which means completed, existing, or reasonably anticipated litigation involving the agency; and

WHEREAS, the deliberative process exemption, RCW 42.56.280 exempts "Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended" except if the records are publicly *cited* by an agency in connection with an agency action.

NOW, THEREFORE, BE IT HEREBY RESOLVED that no waiver of the aforementioned exemptions by the Island County Board of Commissioners, or by employees under the Board's supervisory authority, shall be authorized unless the Board of Island County Commissioners unanimously authorizes such waiver before release of the records.

ADOPTED this day of June, 2016.

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

Richard M. Hannold, Chair

Jill Johnson, Member

Helen Price Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board



**ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT**

**COMMISSIONERS AGENDA
*- Long Range Planning - Work Session -***

June 8, 2016

Subject/Description: Discussion and direction to staff regarding the Board's Findings of Fact on the Fish & Wildlife Habitat Conservation Areas, Part 2 items

Attachment: none

Action Requested:

Follow up: