

2016

ISLAND COUNTY COMMISSIONERS' WORK SESSION SCHEDULE APRIL

REGULAR WORK SESSION 1st WEDNESDAY, APRIL 6, 2016

9:00 a.m.	Public Works
9:45 a.m.	Human Resources
10:00 a.m.	Community Development/Long Range Planning
11:00 a.m.	Health Department/Department of Natural Resources
11:15 a.m.	Budget Director
11:30 a.m.	Commissioners Office

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
April 6, 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

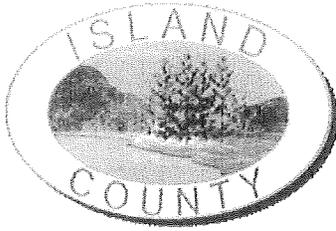
- A. Subject/Description:** Sandy Point Outfall Advisement of Intention to Bid
Attachment: Memorandum:
Action requested: Discussion and Board Approval
Follow up: To be determined
- B. Subject/Description:** CDP 16-04 Sandy Point Outfall Revision to CDP 16-04
Attachment: Memorandum: Resolution
Action requested: Discussion and Board Approval
Follow up: To be determined

II. Parks

- A. Subject/Description:** Resolution for Pearson Shoreline Conservation Easement Acquisition
Attachment: Memorandum: ALEA Application; WWRP Application
Action requested: Discussion and Board Approval
Follow up: To be determined
- B. Subject/Description:** Resolution for Barnum Point Acquisition
Attachment: Memorandum: ALEA Application; WWRP Application
Action requested: Discussion and Board Approval
Follow up: To be determined

III. E R & R

- A. Subject/Description: Purchase of Glass Beads for Traffic Marking Paint**
Attachment: Memorandum: Purchase Order
Action requested: Discussion and Board Approval
Follow up: To be determined
- B. Subject/Description: Purchase of Traffic Marking Paint**
Attachment: Memorandum: Purchase Order
Action requested: Discussion and Board Approval
Follow up: To be determined



*I. Surface Water
A. Sandy Point Outfall Advisement
of intention to Bid.*

**ISLAND COUNTY PUBLIC WORKS
SURFACE WATER DIVISION**

P.O. BOX 5000, COUPEVILLE, WA 98239-5000
(360) 679-7331

*William E. Oakes, P.E., Director/County Engineer
Steven P. Marx, Asst. Director
Connie Bowers, P.E., Assistant County Engineer*

MEMORANDUM

April 6, 2016

TO: *Board of Island County Commissioners*

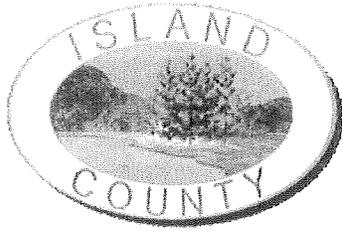
FROM: *Kyle Carlson,
Surface Water Engineer
Island County Public Works*

RE: *Sandy Point Outfall JL 00575-0001
Advisement of Intention to Bid via Small Works Roster*

Island County Public Works, Surface Water Division (SWM), is requesting approval to advertise for bids for the replacement of an outfall in the Sandy Point community just east of Langley, Washington. This new system, which will help alleviate flooding in the area, will move water from Wateredge Drive to the new outfall east of the community pier. This drainage project consists of the installation of seven catch basins, 329 feet of 12" and 18" PVC and 439 feet 15" Sanitite HP pipe.

The engineers estimate for the construction is \$176,000, which includes approximately \$23,000 of sales tax and contingencies. Bid advertisement will commence upon contract document approval by County Risk and Prosecuting Attorney's Departments. Construction is anticipated to begin after the Fourth of July and last 25 days. Funding for this project is entirely from the Clean Water Utility Fund.

*Respectfully,
Kyle Carlson
Surface Water Engineer*



*I. Surface Water
B. CDP 16-04 Sandy Point Outfall
Revision to CDP 16-04*

**ISLAND COUNTY PUBLIC WORKS
SURFACE WATER DIVISION**

P.O. BOX 5000, COUPEVILLE, WA 98239-5000
(360) 679-7331

*William E. Oakes, P.E., Director/County Engineer
Steven P. Marx, Asst. Director
Connie Bowers, P.E., Assistant County Engineer*

M E M O R A N D U M

April 6, 2016

TO: *Board of Island County Commissioners*

FROM: *Kyle Carlson,
Surface Water Engineer
Island County Public Works*

RE: *CDP 16-04 Sandy Point Outfall JL 00575-0001
Revision to CDP 16-04 of February 23, 2016*

Island County Public Works, Surface Water Division (SWM), is requesting approval of a revision to the County Drainage Project (CDP) 16-04 for Sandy Point Outfall, JL 00575-0001. CDP 16-04 (approved 2/23/16) is currently at \$210,450, which includes \$27,450 in contingency.

Since that time, plans and specifications have progressed and the project is ready to go to bid via small works roster as soon as the final permits come through. For construction to proceed, the CDP needs to be augmented to \$276,000, which includes a \$36,000 project contingency.

The cost increase of \$65,550 is due to the change for the project from being built by Bayview Road Shop to being built by a contractor through a bid process as well as additions to the project to ease maintenance and construction concerns. The project will replace an outfall in the Sandy Point community to help with flooding issues in the area. Funding for this project is entirely from the Clean Water Utility Fund.

*Respectfully,
Kyle Carlson
Surface Water Engineer*

Maint. Dist. Bayview

Resolution No. R-_____ -16
C-_____ -16

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Island County, Washington.

In the matter of amending a County Drainage Project designated as

CDP 16-04 **JL** 00575-0001

IT IS HEREBY RESOLVED THAT Sandy Point Outfall Road Log No. 12690, 13780 M.P. N/A to M.P. N/A located in Sec. 2 TWP. 29N Rge 3E, WM will be improved as follows:

This project will replace a failing conveyance and outfall system at Sandy Point. The old system, which includes a catch basin and a storm sewer line that starts from the southern edge of Wateredge drive and runs north, is undersized and difficult to maintain. It is the cause of frequent flooding in the community. The replacement system will divert the water from this path and into a new system that will take the water to an outfall east of the Sandy Point community pier. The new system includes 7 catch basins, and approximately 750 feet of 12, 15 and 18 inch diameter pipe.

This project is hereby declared to be a public necessity and the County Road Engineer is hereby ordered and authorized to report and proceed thereon as by law provided. (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that, based on the County Engineer's estimate, an appropriation from the officially adopted road fund budget is hereby made in the amounts and for the purposes shown:

<u>PURPOSE</u>	<u>AMOUNT OF APPROPRIATION</u>
Engineering	
Preliminary	<u>\$67,000</u>
Construction	<u>\$10,000</u>
Sub-Total	<u>\$77,000</u>
Right of Way Acquisition	<u>\$10,000</u>
Engineering & R/W Sub-Total	<u>\$87,000</u>
(Not subject to 36.77.065)	
Construction	<u>\$153,000.00</u>
Project Sub-Total	<u>\$240,000</u>
Contingencies	<u>\$36,000</u>
TOTAL APPROPRIATION	<u>\$276,000</u>

Source of Funds:	Roads: _____	Grant: _____	Other: <u>\$276,000</u>
Funds Allocated:	Planned: _____	Secured: <u>X</u>	Source: <u>Clean Water Utility Fund</u>

X This project is included in the officially adopted 2016 Capital Projects Program as Item No. : P-1

_____ The project is hereby made a part of the officially adopted 2016 Capital Projects Program

IT IS FURTHER RESOLVED that:

X The construction is to be accomplished by contract in accordance with RCW 36.77.020 et seq.

_____ The construction is to be accomplished by County forces in accordance with RCW 36.77.065 and WAC 136-18.

ADOPTED this _____ day of _____, 2016.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY WASHINGTON

Chair

Member

ATTEST: _____
Debbie Thompson
Clerk of the Board

Member

II Parks

*A. Resolution for Pearson Shoreline
- Conservation Easement Acquisition*

ISLAND COUNTY PUBLIC WORKS

PARKS

P.O. BOX 5000, COUPEVILLE, WA 98239-5000
(360) 679-7331



*William E. Oakes, P.E., Director/County Engineer
Steve P. Marx, Assistant Director*

MEMORANDUM

April 6, 2016

TO: Board of Island County Commissioners

FROM: Public Works – Parks

RE: Resolution for Pearson Shoreline Conservation Easement Acquisition

- 1. This Resolution authorizes the submitting of application(s) for grant funding assistance for Aquatic Lands Enhancement Account (ALEA) project(s) to the Recreation and Conservation Funding Board as provided in RCW 79.105.150, 79A.25 RCW, WAC 286, and other applicable authorities.*
- 2. This Resolution authorizes the submitting of application(s) for grant funding assistance for Washington Wildlife and Recreation Program (WWRP) project(s) to the Recreation and Conservation Funding Board as provided in Chapter 79A.15 and 79A.25 RCW, WAC 286, and other applicable authorities.*
- 3. Map of Pearson Property*

Sincerely

*Jan vanMuyden
Parks Superintendent*

**Recreation and Conservation Office
Aquatic Lands Enhancement Account (ALEA)
Application Resolution/Authorization**

Organization Name: Island County

Resolution No. (if applicable) _____

Project Name and Number (s) Pearson Shoreline Conservation Easement Acquisition

This form authorizes submitting application(s) for grant funding assistance for Aquatic Lands Enhancement Account (ALEA) project(s) to the Recreation and Conservation Funding Board as provided in RCW 79.105.150, 79A.25 RCW, WAC 286, and other applicable authorities.

WHEREAS, under provisions of the ALEA program, state grant assistance is requested to aid in financing the cost of conservation easement acquisition; and

WHEREAS, the Board of Island County Commissioners considers it in the best public interest to complete the project described in the application(s).

NOW, THEREFORE, BE IS RESOLVED that:

1. The Director of Public Works, Bill Oakes, is authorized to make formal applications to the Recreation and Conservation Funding Board for grant assistance.
2. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's Web site at: www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf and authorizes Director of Public Works, Bill Oakes, to enter into such a project agreement, if funding is awarded. We understand and acknowledge that the project agreement will contain the indemnification (applicable to any sponsor) and waiver of sovereign immunity (applicable to Tribes) and other terms and conditions that are contained in the sample project agreement. The sample project agreement may be revised periodically by the Recreation and Conservation Office. Our organization recognizes that such changes might occur prior to our authorized representative signing the actual project agreement, and we accept the responsibility and the presumption that our authorized representative shall have conferred with us as to any such changes before he/she executes the project agreement on behalf of our organization and so executes with our authorization.
3. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
4. Our organization expects our matching share of project funding will be derived from Whidbey Camano Land Trust, National Coastal Wetlands Conservation Program, WA State Salmon Recovery Funding Board, and other grant sources and that pursuant to WAC 286-13-040 we must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash commitments to this project should they not materialize.
5. We acknowledge that if the Recreation and Conservation Funding Board approves grant assistance for the project(s), the Recreation and Conservation Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Recreation and Conservation Office after we incur eligible and allowable costs and pay them. The Recreation and Conservation Office may also determine an amount of retainage and hold that amount until the project is complete.
6. We acknowledge that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to by our organization and the Recreation and Conservation Funding Board in the project agreement or an amendment thereto. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon RCO's standard versions of those documents), to be recorded on the title of the property with the county auditor.

7. We acknowledge that any property not owned by our organization that is developed, renovated or restored with grant assistance must be dedicated for the purpose of the grant for at least twenty-five (25) years after the project is complete unless otherwise provided and agreed to by our organization and the Recreation and Conservation Funding Board in the project agreement or an amendment thereto.
8. We certify that the project(s) does not conflict with the *Puget Sound Action Agenda* developed by the Puget Sound Partnership under RCW 90.71.310. When completed, the project will not result in water quality degradation in Puget Sound, nor loss of ecosystem process, structure, or functions. The project will meet or exceed all permitting requirements.
9. This application authorization becomes part of a formal application to the Recreation and Conservation Funding Board for grant assistance.
10. We provided appropriate opportunity for public comment on this application.
11. We certify that this application authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

Signed and approved on behalf of the resolving body of the organization by the following authorized representative:

Signed _____

Title _____ Date _____

Washington State Attorney General's Office

Approved as to form *Brian Tallen* March 18, 2016
Assistance Attorney General *Date*

You may reproduce this form in your own format; text however may not change.

**Recreation and Conservation Office
Washington Wildlife and Recreation Program (WWRP)
Application Resolution/Authorization**

Organization Name: Island County

Resolution No. (if applicable) _____

Project Name and Number (s) Pearson Shoreline Conservation Easement Acquisition

This form authorizes submitting application(s) for grant funding assistance for Washington Wildlife and Recreation Program (WWRP) project(s) to the Recreation and Conservation Funding Board as provided in Chapter 79A.15 and 79A.25 RCW, WAC 286, and other applicable authorities.

WHEREAS, our organization has approved a comprehensive parks and recreation or habitat conservation plan that includes this project; and

WHEREAS, under provisions of the WWRP program, state grant assistance is requested to aid in financing the cost of conservation easement acquisition; and

WHEREAS, the Board of Island County Commissioners considers it in the best public interest to complete the project described in the application(s).

NOW, THEREFORE, BE IS RESOLVED that:

1. The Director of Public Works, Bill Oakes, is authorized to make formal application to the Recreation and Conservation Funding Board for grant assistance.
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Conservation Funding Board. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon RCO's standard versions of those documents), to be recorded on the title of the property with the county auditor.

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Signed and approved on behalf of the resolving body of the organization by the following authorized representative:

Signed _____

Title _____ Date _____

Washington State Attorney General's Office

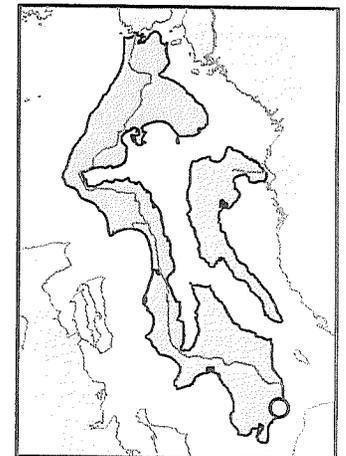
Approved as to form *Brian Toller* March 15, 2016
Assistance Attorney General *Date*

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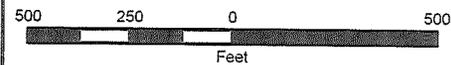
Pearson Shoreline

Subject Property

25 ft Contours



Property boundaries are taken from Island County GIS tax parcel maps. These boundaries are approximate and may not match on-the-ground fencelines or actual survey markers.





II Parks
B. Resolution for Barnum Point
Acquisition

ISLAND COUNTY PUBLIC WORKS

PARKS

P.O. BOX 5000, COUPEVILLE, WA 98239-5000
(360) 679-7331

William E. Oakes, P.E., Director/County Engineer
Steve P. Marx, Assistant Director

MEMORANDUM

April 6, 2016

TO: Board of Island County Commissioners

FROM: Public Works – Parks

RE: Resolution for Barnum Point Acquisition

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- 3. Map of Barnum Point Property*

Sincerely

Jan vanMuyden
Parks Superintendent

**Recreation and Conservation Office
Aquatic Lands Enhancement Account (ALEA)
Application Resolution/Authorization**

Organization Name: Island County Resolution No. (if applicable) _____

Project Name and Number (s) Barnum Point Acquisition

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WHEREAS, the Board of Island County Commissioners considers it in the best public interest to complete the project described in the application(s).

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1. The Director of Public Works, Bill Oakes, is authorized to make formal applications to the Recreation and Conservation Funding Board for grant assistance.
2. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's Web site at: www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf and authorizes Director of Public Works, Bill Oakes, to enter into such a project agreement, if funding is awarded. We understand and acknowledge that the project agreement will contain the indemnification (applicable to any sponsor) and waiver of sovereign immunity (applicable to Tribes) and other terms and conditions that are contained in the sample project agreement. The sample project agreement may be revised periodically by the Recreation and Conservation Office. Our organization recognizes that such changes might occur prior to our authorized representative signing the actual project agreement, and we accept the responsibility and the presumption that our authorized representative shall have conferred with us as to any such changes before he/she executes the project agreement on behalf of our organization and so executes with our authorization.
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6. We acknowledge that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to by our organization and the Recreation and Conservation Funding Board in the project agreement or an amendment thereto. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon RCO's standard versions of those documents), to be recorded on the title of the property with the county auditor.

**Recreation and Conservation Office
Washington Wildlife and Recreation Program (WWRP)
Application Resolution/Authorization**

Organization Name: Island County Resolution No. (if applicable) _____

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Conservation Funding Board. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon RCO's standard versions of those documents), to be recorded on the title of the property with the county auditor.

7. We acknowledge that any property acquired in fee title must be immediately made available to the public unless the Recreation and Conservation Office director or the Recreation and Conservation Funding Board agrees to other restrictions.
8. We certify that the project(s) does not conflict with the *Puget Sound Action Agenda* developed by the Puget Sound Partnership under RCW 90.71.310. When completed, the project will not result in water quality degradation in Puget Sound, nor loss of ecosystem process, structure, or functions. The project will meet or exceed all permitting requirements.
9. This application authorization becomes part of a formal application to the Recreation and Conservation Funding Board for grant assistance.
10. We provided appropriate opportunity for public comment on this application.
11. We certify that this application authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

Signed and approved on behalf of the resolving body of the organization by the following authorized representative:

Signed _____

Title _____ Date _____

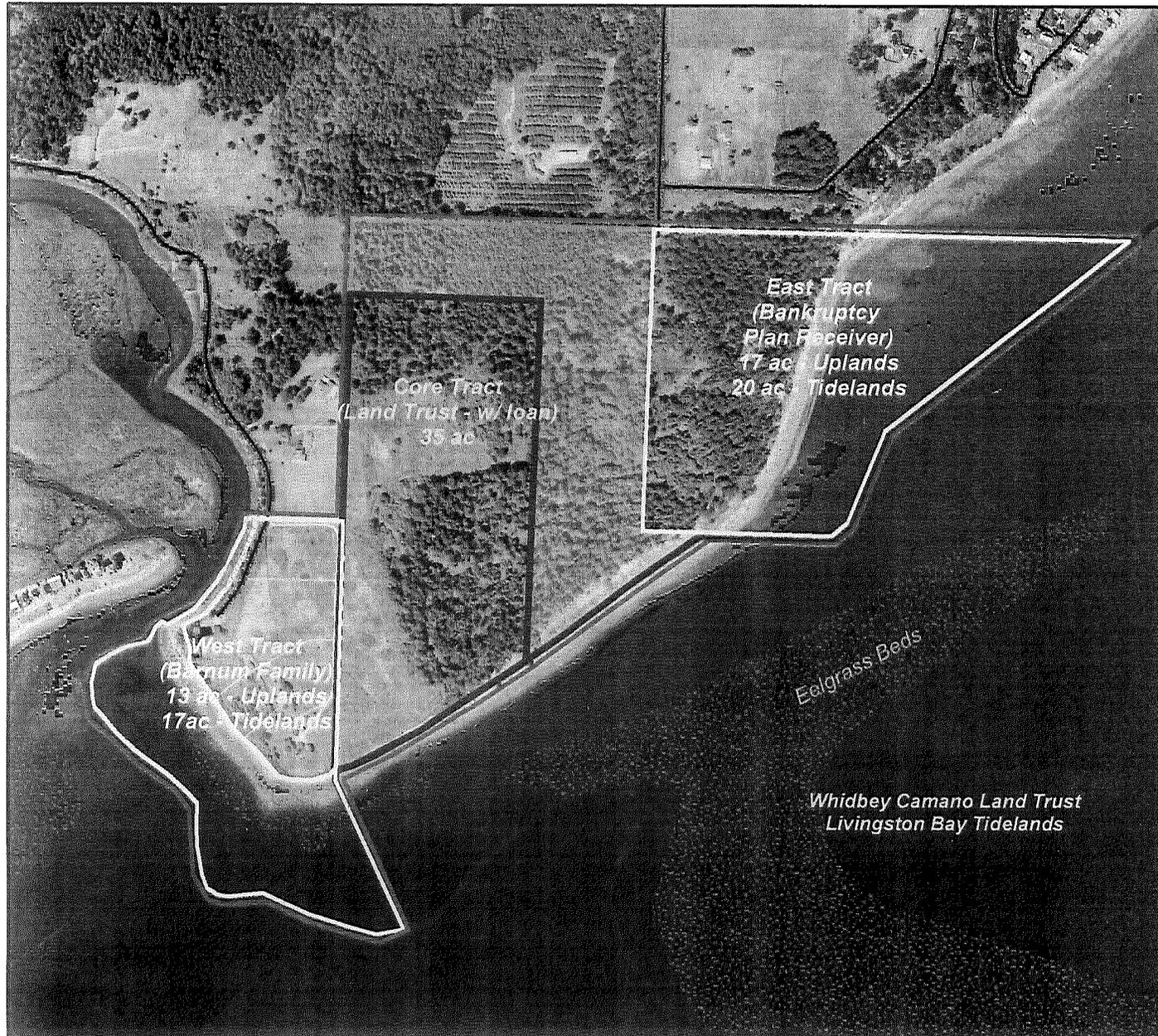
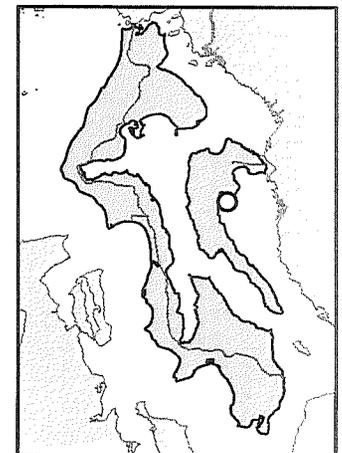
Washington State Attorney General's Office

Approved as to form *Bruce Tallen* March 15, 2016
Assistance Attorney General *Date*

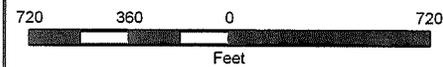
You may reproduce this form in your own format; text however may not change.

Barnum Point Area of Potential Affect

 Project Area

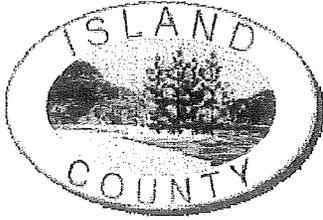


Property boundaries are taken from Island County GIS tax parcel maps. These boundaries are approximate and may not match on-the-ground fence lines or actual survey markers.



III ER 312

A. Purchase of Glass Beads for Traffic
Marking Paint



ISLAND COUNTY PUBLIC WORKS
ROADS DIVISION

PO BOX 5000, COUPEVILLE, WA 98239-5000
(360) 679-7331

William E. Oakes, P.E., Director/County Engineer
Steve P. Marx, Asst. Director
Connie Bowers, P.E., Assistant County Engineer

MEMORANDUM

March 24, 2016

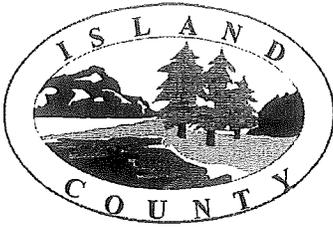
TO: Board of Island County Commissioners

FROM: Matt Nienhuis, Maintenance Superintendent x7964

RE: Purchase of Glass Beads for Traffic Marking Paint

Purchase of Glass Beads off Washington State Contract #02513 for traffic marking paint to be used by the Road Department for the annual 2016 Paint Striping Program. Total cost to the Road Department - \$62,491.19. The purchase order will be presented for signature at the April 19th Board of County Commissioners Hearing.

/Markell Egelston for
Matt Nienhuis



Public Works Control Number:

PW - 1620 - 023

RM Contract Control Number:

RM-PW-2016-66

CONTRACT REVIEW FORM

BEADS

Contract Name: ICPW - Alpine Products Inc		
Department Contact: Matt Nienhuis x7964	Request Date: 2/11/16	
Effective Date of Contract: When signed by all parties	Term of Contract: n/a	
Contract Dollar Amount: \$62,491.19	Contract Number: PO 10396	
Circle One: [<input type="checkbox"/> BID] [<input checked="" type="checkbox"/> NO BID]* [<input type="checkbox"/> RFQ/RFP]	*If "NO BID", identify exemption to mandatory bidding: <input type="checkbox"/> Check for Suspension/Debarment	
Purchase off WA State Contract #02513 per ICC 2.30(A)010(A)(2)		
Funds Available \$62,491.19		
[Budgeted]	[Grant]	[Grant Match %]
Markell		
Return to Originating Department by: at your earliest convenience or call for pickup, ext # x7332		

ACTION REQUIRED: 16-0064 FEB 12 2016

A. Review by Prosecuting Attorney Date to RM under separate cover _____

[Signature] Date 2/24/16

or **Comments**
RECEIVED

Comments: _____

B. Review by Risk Management Date to PA under separate cover _____

Releine Marlow Date 2/11/2016

or **Comments**

Comments: _____

RECEIVED
FEB 11 2016

23

PURCHASE ORDER

10396

Please reference number on invoice



Island County Public Works
Department
PO Box 5000
Coupeville, WA 98239-5000
(360) 678-5111

Order date 7/10/16
Ordered by Matthewhuis
Requested for Roads

Contact Phone # (360) 678-7964
Approved by

Richard M Hannold, Chair
Board of IS Co Commissioners

Vendor Name Alpine Products Inc Contact Person Joe Chaney
Address 550 3rd St SW Bldg C City / State / Zip Auburn WA 98001
Phone 800 591 9466 Fax 253 735 6303 Federal Tax ID # _____

This purchase order is for Goods General Services Professional Services Public Works Construction

Risk Manager Contract # RM-PW-2016-66 Risk Manager Signature Edaine Tranter 2/4/2016
Vendors & Quotes Per ICC 2.30A.020 & 2.30A.050 1) _____ 2) _____
3) _____ 4) _____ 5) _____

Remarks / Attachments Purchase off WA ST Contract #02513 Per ICC 2.30.A.010(A)(2)

Date Required * _____ Place of Delivery See attached

* Please notify us immediately if you are unable to ship complete order to be received by date specified *

Quantity	BARS #	Job #	Item Number / Description	Unit Price	Amount
1168,000	2501		1168,000 Lbs Type A Glass Beads for Waterborne Traffic Marking Paint (70 - 2,400 Lbs bags)	0.3422	57,489.60

I have read and agree to the terms of this Purchase Order (front, back, and any attachments).

(VENDOR MUST RETURN SIGNED PURCHASE ORDER BEFORE GOODS OR SERVICES ARE RENDERED)

Vendor Signature _____ Date _____

Subtotal	57,489.60
Freight	
8.78 Tax	500.59
TOTAL	62,491.19



Contract Summary

Retro-Reflective Materials

Contract#: 02513 Replaces: 00107 Related Contracts: 01312, 07609

Glass Beads, Composite Beads, Beads with Drying Agent for Traffic Marking Paint.

Current Term Start Date: 12-31-2015 Award Date: 12-13-2013 Est. Annual Worth: \$699,072

Current Term Ends On: 12-31-2017 Final Term Ends On: 12-31-2021

Diversity: 0% WBE 0% MBE # of Bids Received: 5

Contact Info: Master Contracts & Consulting – Mark Roush at (360) 407-9311 or mark.roush@des.wa.gov

Who can use this contract?

- ↳ Organizations with Master Contract Usage Agreements
- ↳ Oregon Coop Members

Current Documents Historical Documents Resources

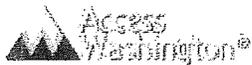
- | | | |
|---|--|--|
| <ul style="list-style-type: none"> ↳ Contract & Amendments ↳ Pricing & Ordering Information ↳ Specifications | <ul style="list-style-type: none"> ↳ Original Solicitation ↳ Bid Tab | <ul style="list-style-type: none"> ↳ Contract Comments ↳ Vendor and Contract Performance Feedback ↳ Best Buy Form |
|---|--|--|

Contractors	OMWBE	Veteran	Small Business
✓ ALPINE PRODUCTS INC - w1118		N	N
POTTERS INDUSTRIES, LLC - w34		N	N
RODDA PAINT CO. - w6635		N	N

M=OMWBE Certified Minority Owned W=OMWBE Certified Women Owned MS=Self Identified Minority Owned WS=Self Identified Women Owned

Information about the number of bids received is included to show:

- Vendors which contracts would benefit from more competition.
- Assure our customers that we sought the best overall value through as many competitive bids as possible.





02513 – Retro-Reflective Materials for Traffic Marking Paint

Contract Amendment

Date Issued: 1/5/15

Effective Date: January 30, 2015

Amendment Number: 03

Contractor Name: Alpine Products, Inc.

This Contract Amendment is issued under the provisions of Contract 02513 Retro-Reflective Materials for Traffic Marking Paint. The changes authorized are within the scope of the original contract. All rights and obligations of the parties are governed by the terms of the original contract, including any subsequent amendments, which are hereby incorporated by reference.

Purpose of Amendment

The purpose of this amendment is to establish updated pricing for 2015. Based on the process identified in Section 5.6 Price Adjustments of the contract and the baseline data established in Amendment 1, pricing will be adjusted as follows:

Product	2014 Price	2015 Price
<u>Type A Beads</u>		
Truckload	\$0.3291	\$0.3422✓
Less Than Truckload	\$0.3500	\$0.3636
<u>Type B Beads</u>		
Truckload	\$0.4850	\$0.4960
Less Than Truckload	\$0.4998	\$0.5111

Authorizing Signatures

For Contractor:

Bart Farrar
Alpine Products, Inc.
(253) 735-6303
550 – 3rd St SW Bldg. C
Auburn, WA 98001
bart@alpinemarkings.com

Signature

Date

1-9-15

For State of Washington:

Melanie Williams, Contracts Specialist
(360) 407-9399
PO Box 41411
Olympia WA 98504-1411
Melanie.williams@des.wa.gov

Signature

Date

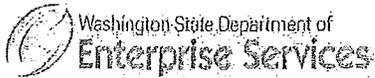
1/9/15

MCC Authorizing Manager:

Signature

Date

1/9/2015



Updated 12-9-2015

Contract Amendment

Contract number – 02513 Retro-Reflective Materials for Traffic Marking Paint

Date Issued: 12/24/2015

Effective Date: 12/31/2015

Amendment Number: 4

Contractor Name: Alpine Products, Inc.

This contract amendment is issued under the provisions of Contract 02513. The changes authorized are within the scope of the original contract. All rights and obligations of the parties are governed by the terms of the original contract, including any subsequent amendments, which are hereby incorporated by reference.

Purpose of Amendment

- 1 This Amendment is entered into between the State of Washington, Department of Enterprise Services (DES) and Alpine Products, Inc. The parties agree to extend the term of the Master Contract for two (2) years from December 31, 2015 to December 31, 2017. All other provisions and terms of Master Contract 02513, and as previously amended, shall remain in full force and effect.
- 2 Section 3.6 of Appendix A Competitive Procurement Standards is hereby amended to read "contractors will report all sales including zero ("0") sales per the DES sales usage procedures reporting deadlines."

Authorizing Signatures For Contractor:

Contact: Bart Farrar
 Title: President
 Alpine Products, Inc.
 550 – 3rd Street SW Building C
 Auburn, WA 98001
 253-351-9828
bart@alpinemarkings.com

Signature *Bart Farrar*
 Date *Dated as of 12-31-15*

For State of Washington:

Contact: Mark Roush
 Title: Contracts Specialist
 Washington Department of Enterprise Services (DES)
 PO Box 41411
 Olympia WA 98504-1411
 (360) 407-9311
mark.roush@des.wa.gov

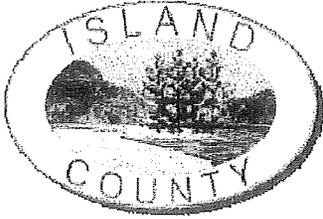
Signature *Mark Roush*
 Date *AS OF DECEMBER 31, 2015*

DES Authorizing Manager:

Signature *C. Franell*
 Date *12/31/2015*

III. ER312

B. Purchase of Traffic Marking Paint



**ISLAND COUNTY PUBLIC WORKS
ROADS DIVISION**

PO BOX 5000, COUPEVILLE, WA 98239-5000
(360) 679-7331

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

MEMORANDUM

March 24, 2016

TO: Board of Island County Commissioners

FROM: Matt Nienhuis, Maintenance Superintendent x7964

RE: Purchase of Traffic Marking Paint

Purchase of Traffic Marking Paint off of the Cooperative Purchase Agreement with Pierce County #809 to be used by the Road Department for the annual 2016 Paint Striping Program. Total cost to the Road Department - \$167,398.00. The purchase order will be presented for signature at the April 19th Board of County Commissioners Hearing.

/Markell Egelston for
Matt Nienhuis



CONTRACT REVIEW FORM

Public Works Control Number:

PW - 1620 - 024

RM Contract Control Number:

RM-PW-2016-65

Paint

Contract Name: ICPW - Alpine Products Inc		
Department Contact: Matt Nienhuis x7964	Request Date: 2/11/16	
Effective Date of Contract: When signed by all parties	Term of Contract: n/a	
Contract Dollar Amount: \$167,398.00	Contract Number: PO 10397	
Circle One: [] [<u>BID</u>] [<u>NO BID</u>]* [] [RFQ/RFP]		
*If "NO BID", identify exemption to mandatory bidding: <i>ICA 2.30A.010(A)(2)</i> <input type="checkbox"/> Check for Suspension/Debarment Cooperative Purchase Agmt with Piece County Bid #809		
Funds Available <u>\$167,398.00</u>		
[Budgeted]	[Grant]	[Grant Match %]
Return to Originating Department by: at your earliest convenience		Markell or call for pickup, ext # <u>x7332</u>

ACTION REQUIRED:

16-0065 FEB 12 2016

A. Review by Prosecuting Attorney

Date to RM under separate cover _____

[Signature] 2/24/16
 Approved-as to Form Date

or Comments **RECEIVED**

Comments: _____

B. Review by Risk Management

Date to PA under separate cover _____

[Signature] 2/11/2016
 Approved Date

or Comments

Comments: _____

RECEIVED

FEB 11 2016

29

PURCHASE ORDER

10397

Please reference number on invoice



Island County Public Works
Department

PO Box 5000
Coupeville, WA 98239-5000
(360) 678-5111

Order date _____ Contact Phone # (360) 679-7964
Ordered by Matt Menhuis Approved by _____
Requested for Roads

Richard M Hannoid, Chair
Board of Is Co Commissioners

Vendor Name Alpine Products Inc Contact Person Joe Charles
Address 550 3rd St SW Bldg C City / State / Zip Auburn WA 98001
Phone 800 691 9466 Fax 253 735 6303 Federal Tax ID # _____
253-351-9828

This purchase order is for Goods General Services Professional Services Public Works Construction

Risk Manager Contract # RM-PW-2016-65 Risk Manager Signature Elaine Marlow 8/11/2016
Vendors & Quotes Per ICC 2.30A.020 & 2.30A.050 1) _____ 2) _____
3) _____ 4) _____ 5) _____

Remarks / Attachments Cooperative Purchase Agmt w/ Pierce County #809

Date Required * _____ Place of Delivery _____

* Please notify us immediately if you are unable to ship complete order to be received by date specified *

Quantity	BARS #	Job #	Item Number / Description	Unit Price	Amount
	<u>2501</u>				
<u>35</u>			<u>250 Gallon Totes - White, Rapid Dry Traffic Line Paint (8750 gallon) 6060-SA-SMB</u>	<u>8.80</u>	<u>77,000</u>
<u>35</u>			<u>250 Gallon Totes - Yellow, Rapid Dry Traffic Line Paint (8750 gallon) 6063-SA-SMB</u>	<u>8.80</u>	<u>77,000</u>

I have read and agree to the terms of this Purchase Order (front, back, and any attachments).

(VENDOR MUST RETURN SIGNED PURCHASE ORDER BEFORE GOODS OR SERVICES ARE RENDERED)

Vendor Signature _____ Date _____

Subtotal	<u>154,000</u>
Freight	
8.7% Tax	<u>13,398--</u>
TOTAL	<u>167,398--</u>

COPY

PIERCE COUNTY
INVITATION TO BID

NUMBER 809

FOR

100% Acrylic Waterborne Traffic Line Paint

BIDS MUST BE SUBMITTED TO:

CLERK OF THE COUNCIL
930 TACOMA AVE S RM 1046
TACOMA WA 98402-2176

AND WILL BE RECEIVED UNTIL 1:00 P.M.,
MARCH 30, 2012

AT WHICH TIME THEY WILL BE PUBLICLY OPENED
AND READ ALOUD IN THE COUNCIL CHAMBERS, 10TH FLOOR COUNTY-CITY
BUILDING
930 TACOMA AVE S, TACOMA WA

PURCHASING DEPARTMENT
615 SOUTH 9TH STREET SUITE 100
TACOMA WASHINGTON 98405-4674

ACTING FOR:

PUBLIC WORKS AND UTILITIES

MARCH 14, 2012

PIERCE COUNTY INVITATION TO BID NUMBER 809

TABLE OF CONTENTS

PER DOCUMENTS

- INVITATION TO BID
Pages 1-12
- GENERAL CONDITIONS AND INSTRUCTIONS
Page 1 of 5 through Page 5 of 5
- CONTRACT COMPLIANCE REQUIREMENTS FOR SUPPLY OR
SERVICES CONTRACTS - Pages 1-3

The following forms must be returned with the bid:

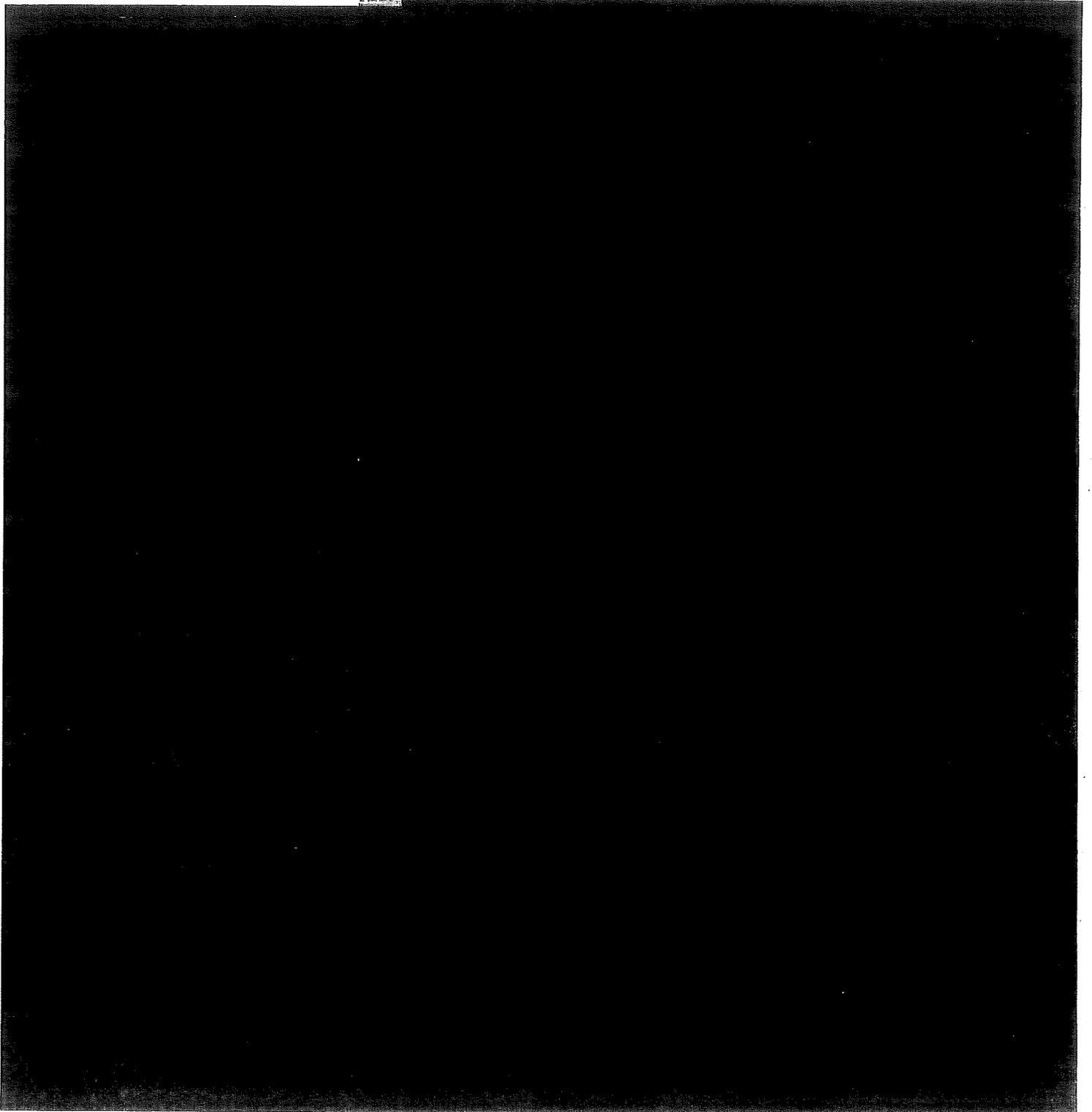
- Bid/Proposal Form including Certification of Non-Segregated Facilities and Non-Collusion & Debarment Affidavit (Must be notarized)
- Subcontractor's Participation Form (Page 2 of Contract Compliance)
- Personnel Workforce Data Form (Page 3 of Contract Compliance)

PIERCE COUNTY INVITATION TO BID NUMBER 809

BID REQUIREMENTS

To furnish Pierce County with 100% Acrylic Waterborne Traffic Line Paint, in both white and yellow colors, in the following three types: 1) Rapid Dry; 2) High Build; and 3) Cold Weather. The Traffic Line Paint shall be consistent with the specifications below.

Acrylic Waterborne Traffic Line Paint



PIERCE COUNTY INVITATION TO BID NUMBER 809

characteristics as the standard rapid dry paint. The spring/fall rapid dry formulation shall be provided upon request at the time of order placement, with no increase in the cost per gallon as the standard rapid dry paint.

*Type 1. Rapid Dry Waterborne Traffic Line Paint
(100% ACRYLIC POLYMER EMULSION)
White and Lead Free Yellow*

	<u>White</u>	<u>Yellow</u>	<u>Test</u>
Pigment Solids % by weight	60-65	60-65	ASTM D3723
Nonvolatile Vehicle % by weight	36min	36min	ASTM D2369
Total nonvolatile Solids % by weight	75 min	75 min	ASTM D2369
Total Solids % by volume	60 min	60 min	ASTM D2697
PH min	9.5	9.5	ASTM E70
Contrast Ratio @ 15 mils wet	98 min	96 min	ASTM D2805
Color Reflectance	84% min	50% min	
Bleed ratio D969/D868	#8 no bleed	#8 no bleed	ASTM
Density in pounds per gallon	13.8 min	13.6 min	ASTM D1475
Viscosity, K.U. @ 10c	105 max	105 max	ASTM D562
Viscosity, K.U. @ 25c	80-90	80-90	ASTM D562
Viscosity, K.U. @ 50c	75 min	75 min	ASTM D562
Fineness of grind, Hegman	3 min	3 min	ASTM D1210
Laboratory dry time, Minutes @ 12 mils	6max	6 max	ASTM D711
No tracking time, actual @ 77°F. 50% RH, 15 mils wet in seconds 6.0	90 max	90 max	Spec Section
Dry through time in minutes 9.0	130 max	130 max	Spec Section
Freeze / thaw, cycles	5	5	ASTM D2243
Standard VOC max.	100 g/l	100 g/l	EPA Meth 24
Spring/Fall VOC, max.	150 g/l	150 g/l	EPA Meth 24
Flashpoint (min)	150 °F	150 °F	ASTM D93
Vehicle composition	Dow 2706 or 3427, Arkema 211 or 250		

Meets performance of TTP1952E, Type II

Type 2: High Build Waterborne Traffic Line Paint

This paint is formulated for transverse lines such as crosswalks and legend markings. The High Build traffic line paint shall dry fast, retain durability, color retention, and bead retention when applied at thicker applications of up to 30 mils. When applied at these thicker applications the paint shall resist cracking.

PIERCE COUNTY INVITATION TO BID NUMBER 809

*Type 2 High Build Waterborne Traffic Line Paint
(100% ACRYLIC POLYMER EMULSION)
White and Lead Free Yellow*

	<u>White</u>	<u>Yellow</u>	<u>Test</u>
Pigment Solids % by weight	60 – 64	60 – 64	ASTM D3723
Nonvolatile Vehicle % by weight	42min	42min	ASTM D2369
Total nonvolatile Solids % by weight	78 min	78 min	ASTM D2369
Total Solids % by volume	60 min	60 min	ASTM D2697
Vehicle composition-	Dow HD-21a only		
TiO ₂ (% per gl by wt.)	6 min	0.5 min	ASTM D4563
PH min	9.5	9.5	ASTM E70
Contrast Ratio @ 15 mils wet	92 min	88 min	ASTM D2805
Color Reflectance	82% min	50 min	
Bleed ratio	95 min	95 min	ASTM
D969/D868			
Density in pounds per gallon	14.5 +/-	14.3 +/-	ASTM D1475
Viscosity, K.U. @ 10c	105 max	105 max	ASTM D562
Viscosity, K.U. @ 25c	80-95	80-95	ASTM D562
Viscosity, K.U. @ 50c	75 min	75 min	ASTM D562
Fineness of grind, Hegman	3 min	3 min	ASTM D1210
Laboratory dry time, Minutes @ 12 mils	10 max	10 max	ASTM D711
No tracking time, seconds @ 77°F	120 max	120 max	Spec Section
6.0			
50% RH, 15 mils wet			
Dry through time in minutes	130 max	130 max	Spec Section
9.0			
Freeze / thaw, cycles	5	5	ASTM D2243
VOC (Volatile Organic Content), maximum	150 g/l	150 g/l	EPA Meth 24
Flashpoint (min)	150 °F	150 °F	ASTM D93

Meets performance of TTP 1952E, TYPE III
No cracking when applied at 30 mils wet film

Type 3: Cold Weather Waterborne Traffic Line Paint

This paint is intended for Low Temperature applications. The Cold Weather traffic paint shall provide good performance, good durability, and good drying speed at temperatures between 30° and 45° F. The Cold Weather traffic paint is typically used when not exceeding a wet application of 15 mils.

PIERCE COUNTY INVITATION TO BID NUMBER 809

Type 3 Cold Weather Waterborne Traffic Line Paint
 (100% ACRYLIC POLYMER EMULSION)
 White and Lead Free Yellow

	White	Yellow	Test
Pigment Solids % by weight max	58-64	58-64	ASTM D3723
Nonvolatile Vehicle % by weight	41 min	41 min	ASTM D2369
Nonvolatile Solids % by weight	76 min	76 min	ASTM D2369
Total Solids % by volume	60 min	60 min	ASTM D2697
PH min	9.5	9.5	ASTM E70
Contrast Ratio @ 15 mils wet	9.8 min	9.8 min	ASTM D2369
Color Reflectance	84% min	50% min	
Density in pounds per gallon	13.7 +/-	13.3 +/-	ASTM D1475
Viscosity, K.U. @ 10c	105 max	105 max	ASTM D562
Viscosity, K.U. @ 25c	80-90	80-90	ASTM D562
Viscosity, K.U. @ 50c	75 min	75 min	ASTM D562
Fineness of grind, Hegman	3 min	3 min	ASTM D1210
Laboratory dry time, Minutes @ 12 mils	10 max	10 max	ASTM D711
VOC (Volatile Organic Content), max	150 g/l	150 g/l	EPA Meth 24
No tracking time, seconds @ 40°F	180 max	180 max	Spec Section 6.0
50% RH, 15 mils wet in seconds			
Flashpoint, min	150°F	150°F	ASTM D93
Vehicle composition	Low VOC		

Thinning is not recommended for this product.
 Meets performance of TYP 302E, TYPE 3.

4.0 Applicable American Society for Testing and Materials Standards

- D3723 - Paint Form by Density Method
- D2369 - Comminution of Paints
- D2697 - Pigment Dispersions
- E70 - Color Reflectance
- D1475 - Density of Paints
- D562 - Laboratory Method for Determining Viscosity of Paints
- D1210 - Fineness of Grind
- D711 - Laboratory Method for Determining Dry Time of Paints
- Meth 24 - Volatile Organic Content
- D93 - Flash Point

PIERCE COUNTY INVITATION TO BID NUMBER 809

D3960 – Volatile Organic Content (VOC) of Paints & Related Coatings
D4060 – Abrasion Resistance by Taber Abraser
D4366 – Hardness of Organic Coating by Pendulum Damping Tests
E70 – pH of Paints and Related Materials

5.0 Delivery

Pierce County will require the successful bidder to deliver traffic paint to the Pierce County Traffic Operations Center facility located at 1424 112th St East, Tacoma, WA 98445 in the amounts ordered within fourteen (14) calendar days of the order date. All paint shall be delivered on flat bed trailers (no vans). Any orders placed of less than a cumulative total of 2,500 gallons, or orders that require partial packaging (units less than full totes), may incur a freight adjustment as determined by the supplier.

Except as noted above, the unit bid shall be full payment for all labor, equipment, materials and supplies necessary to produce, load, haul, and deliver the materials to the location designated and as specified in these specifications and no further compensation will be allowed.

6.0 No Tracking Time

“No Tracking Time” shall be the time required for the line to withstand the running of a standard automobile over the line at a speed of approximately 40 mph without tracking of the reflectorized line when viewed from a distance of 50 feet.

7.0 Water Resistance

The paint shall show no softening, blistering, loss of adhesion, or other evidence of deterioration when tested as follows:

Apply a wet film thickness of 15 mils with a Bird Film Applicator to a clean glass plate. Let dry in a horizontal position at room temperature (70 to 80°F) for 24 hours. Immerse one-half the painted plate in distilled water at room temperature for 10 minutes. Remove plate and dry.

PIERCE COUNTY INVITATION TO BID NUMBER 809

Put 450 ml of paint in a 473 ml (1 pint) lined container, close the container, seal it with tape, and put in an oven maintained at 135°F +/-1° for 7 days. Equilibrate the paint at standard conditions and mix thoroughly with gentle stirring. Examine paint for livering and hard settling and determine viscosity.

9.0 Dry Through/Early Washout

The paint shall show acceptable drying and curing characteristics when tested as follows:

Draw down the paint on a glass panel to a wet film thickness of 15 mils. Immediately place in a humidity chamber maintained at 72° F ± 3° F and 90% ± 3% relative humidity. Test in accordance with ASTM D1640 except that the pressure exerted will be the minimum needed to maintain contact with the thumb and film.

10.0 Packaging

Stainless Steel Totes: Paint shall be supplied in intermediate bulk containers known as totes. Delivery of paint shall not be contingent on return of empty totes. Empty totes must be picked up by the paint supplier in a timely manner; the cost of return is included in the delivered purchase price of the paint. Within thirty (30) days notice of completion of the traffic painting operations, the supplier shall be required to pick up all remaining empty paint containers, from the Pierce County Traffic Operations Center facility located at 1424 112th St East, Tacoma, WA 98445.

All totes shall be new or reconditioned 250 gallon stainless steel construction, conforming to the Code of Federal Regulation Title 49 and all other appropriate local rules and regulations. Non-stainless steel totes are not acceptable.

The standard of construction shall be of equivalent quality to the TranStore 250 brand of stainless steel IBC. The County may request the bidder to supply shop drawings and/or a sample tote to be sent in prior to award to ensure compliance.

Minimum specifications and requirements of the totes include:

- Shall have outside dimensions of 42-48 inches whether square, rectangular or cylindrical in design.
- Shall have four-way forklift skids with retaining plate/bar on the bottom to prevent tipping.
- Shall be stackable a minimum of two high when filled with paint.
- Shall have two way lifting lugs.
- Shall have either a hinged or bolted hatch and/or screw top.
- Shall have a 2 inch ball valve fitted with a male quick disconnect.
- Shall have valves and fittings that are 100% compatible with waterborne paint (no galvanized, copper, chrome or brass allowed), and must be clean with no paint or skins remaining.

PIERCE COUNTY INVITATION TO BID NUMBER 809

- Shall have no portion of the valve assembly, including the connections and cover, extending beyond the vertical plane of the sides of the tote.
- Shall have the valve handle protected from being opened by accident and shall not require special tools to operate.
- Shall be plainly labeled with type, color, batch number, manufacture date, tare weight of empty tote, and quantity of paint contained.
- Shall have proper venting of the tank; the supplier shall be responsible for imploded tanks due to improper or plugged tank venting.
- Shall be UN/DOT certified.
- Shall be constructed such that the bottom of the tote is sloped toward the valve fitting.

Upon delivery and/or during use, totes will be inspected and subject to rejection if:

- Valve assembly appears dirty or plugged.
- Valve will not open or does not release paint from tote.
- Relief valves or top hatches will not open to allow paint to flow freely and prevent implosion of tote.
- Paint is dripping from loose or broken fittings.

Failure to meet any of the above minimum specifications or inspection criteria will be cause for rejection of bid or delivered materials.

Unless otherwise requested, the paint in the stainless steel totes will be enclosed in a heavy duty waterborne paint compatible liner of the type that pulls through and extends beyond the lid when said lid is bolted or screwed shut. Twist tie closures will not be allowed.

11.0 Rebate

The County shall receive a 2% rebate from the supplier for all purchases made under this contract. This rebate shall be paid annually by check to Pierce County Public Works and Utilities Department. The rebate will be provided to the County on the anniversary of the contract, to reflect total expenditures for the previous 12 month period. The supplier will calculate the amount due and provide supporting documentation with the payment. All monies expended by the County (and all subsequent agencies and organizations purchasing materials using this contract bid) to the supplier are to be considered in the calculation of the rebate, unless the supplier can differentiate a spend category that is clearly not associated with the contract. Sales conducted within this contract authority to other jurisdictions shall also incur the 2% rebate, which shall be calculated by the supplier and paid to Pierce County Public Works and Utilities Department, unless the County instructs the supplier otherwise through written notice.



Pierce County

Budget and Finance Department

GARY ROBINSON
Director

615 South 9th Street, Suite 100
Tacoma, Washington 98405-4673
(253) 798-7205 • FAX (253) 798-6699

March 20, 2015

Alpine Products, Inc.
550 3rd St. SW, Bldg C
Auburn, WA 98001

Re: Price Increase Request Dated March 10, 2015 for Bid No. 809

Your price increase has been reviewed and is approved for a fifty five cent (\$0.55) per gallon increase on all awarded Acrylic Waterborne Traffic Line Paint. New Bid prices are as follows:

Item	Description	Previous Bid Price	New Bid Price
1	Rapid Dry Traffic Line Paint, White, Ennis 6060-SA-SMB	\$8.25/ Gallon	\$8.80/ Gallon ✓
2	Rapid Dry Traffic Line Paint, Yellow, Ennis 6063-SA-SMB	\$8.25/ Gallon	\$8.80/ Gallon ✓
3	High Build Traffic Line Paint, White, Ennis 6080-SA-SMB	\$11.217/ Gallon	\$11.767/ Gallon
4	High Build Traffic Line Paint, Yellow, Ennis 6083-SA-SMB	\$11.022/ Gallon	\$11.572/ Gallon
5	Cold Weather Traffic Line Paint, White, Ennis 9500-SA-SMB	\$10.41/ Gallon	\$10.96/ Gallon
6	Cold Weather Traffic Line Paint, Yellow, Ennis 9503-SA-SMB	\$10.33/ Gallon	\$10.88/ Gallon

The increase will be effective April 16, 2015.

Sincerely,

Mel Henley
Senior Buyer

Accounting • Budget
Revenue • General Services
Purchasing • Fleet





ISLAND COUNTY HUMAN RESOURCES

P.O. Box 5000
Coupeville, WA
98239-5000

Melanie R. Bacon
Director

Phone: (360) 678-7921
Fax: (360) 240-5550

April 6, 2016 Work Session:

- ***Job Requisitions***

Clerk

- Deputy Clerk 1 .5 FTE (temp), replacement, C-7

Job Requisition 035/16

Prosecuting Attorney

- Paralegal/Legal Assist I, replacement, C-8
- Paralegal/Legal Assist, replacement, C-8/9/10, DOQ

Job Requisition 033/16

Job Requisition 034/16

Superior Court

- Law Librarian, replacement, .38 FTE NR-6

Job Requisition 036/16



**ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT**

**COMMISSIONERS AGENDA
- Community Development - Work Session -**

April 6, 2016

Subject/Description: Presentation of the Planning Commission's Recommendation on minor housekeeping amendments to address such issues as obsolete text, scrivener's errors, and minor inconsistencies found in Island County Code.

Attachment: Yes – Memo; Planning Commission Findings with attached Exhibit A

Action Requested: Move to regular Tuesday meeting agenda to accept Planning Commission Recommendation or identify necessary changes and schedule for Public Hearing.

Follow up:



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522, Ext. 7339 ■ from S. Whidbey (360) 321-5111, Ext. 7339 FAX: (360) 679-7306 ■ 1 NE 6th Street, P. O. Box 5000, Coupeville, WA 98239-5000. Internet Home Page: <http://www.islandcounty.net/planning/>

~ MEMORANDUM ~

TO: Island County Board of County Commissioners

FROM: Hiller West, Community Development Director

DATE: March 30, 2016

SUBJECT: Proposed Housekeeping amendments to Titles 16 and 17 of Island County Code

BACKGROUND

At its March 28 regular meeting, the Planning Commission adopted the Findings and Conclusions for proposed “housekeeping” amendments to the development regulations (Titles 16 and 17) of Island County Code. The amendments are needed to correct minor housekeeping items such as obsolete text, scrivener’s errors, minor inconsistencies, and conflicting subsections. Some of these amendments have been discussed for years; others have more recently become necessary because of changes in State law or to Island County Code.

PROPOSAL

The proposed amendments are individually described below. A strikethrough/underline version of the amendments is attached as Exhibit “A”.

ICC 16.06.120H Application requirements for final approval.

This item is being added to maintain consistency with ICC 16.06.120C pertaining to covenants, conditions and restrictions, if applicable. This item requires “any and all covenants, conditions and restrictions intended to appear on face of the plat or short plat”.

ICC 16.13.150 Transition

This section contains obsolete language in Chapter 16.13 ICC – the hearing examiner chapter. The entire code section is regarding a transition period between 1984 and the enactment of a new county-wide zoning that occurred in 1998. This section is now moot and should be stricken from the code as a housekeeping item.

ICC 17.03.180S Site coverage and setbacks

There are two subsections with the same number 4. The sections need to be renumbered.

ICC 16.06.090 Preliminary short subdivision approval.

State law (RCW 58.17.140 was amended to allow for a longer period of time for certain final plat approvals after the issuance of a preliminary plat approval. The Island County Code should reflect the statutory allowed time period, as it governs. Also, it is desirable to ensure consistency between the time periods for both final plat and short plat approvals. This section can be corrected to simply state that the time limitation for submitting a final short plat for approval shall be the same as the time limitation for submitting a final plat for approval as set forth in ICC 16.06.110F.

ICC 16.06.110F Expiration of preliminary approval

This section would be revised to refer to the State law (RCW 58.17.140(3) for the time period for submitting a final plat for approval. RCW 58.17.140(3) provides the following: (3)(a) *“Except as provided by (b) of this subsection, a final plat meeting all requirements of this chapter shall be submitted to the legislative body of the city, town or county for approval within seven years of the date of preliminary plat approval if the date of the preliminary plat approval is on or before December 31, 2014, and within five years of the date of preliminary plat approval if the date of preliminary plat approval is on or after January 1, 2015. (b) A final plat meeting all requirements of this chapter shall be submitted to the legislative body of the city, town, or county for approval within ten years of the date of preliminary plat approval if the project is not subject to requirements adopted under chapter 90.58RCW and the date of preliminary plat approval is on or before December 31, 2007.”*

16.06.170 Alterations, withdrawals and vacations.

This section would also be revised to refer to the applicable statute, RCW 58.17.215. Subsection (A) would read as follows: *“A. Alterations. Land divisions may be altered in accordance with the following requirements and must meet the requirements of RCW 58.17.215.”* Subsection (A)(3) would state: *“In addition to notice requirements in RCW 58.17.215 . . .”*

ICC 16.13.100 Powers.

This section lists the powers of the Hearing Examiner, including the power to issue decisions regarding “commercial agriculture zoning verifications”. The process of “verification of CA Zone classification” was intended as temporary for a 180-day period following adoption of the new zoning code in 1998. As that period has expired, this type

of decision can now be removed from the list. For the same reason, ICC 17.03.100(H) Verification of Commercial Agriculture CA Zone classification can be deleted, as shown in the draft amendments.

ICC 17.03.180.V.5 Land Use Standards

This section allows for the temporary use approval in R and RR zones of a Mobile/Manufactured home used by an infirm person incapable of maintaining a residence on a separate property, or by one (1) or more individuals caring for the infirm person. It is proposed that this section be amended to clarify that the person providing the care could be either a family member or personal caregiver. The subsection would read as follows: *“(b). The mobile/manufactured home shall be occupied by a family member or designated caregiver of the occupants of the primary dwelling unit.”*

ICC 17.03.120.C.3. Rural Center zone

This section would be revised to refer to Appendix A , which might include more restrictive provisions for building size depending on the area in question. The section would read as follows: *“C.3. Any building greater than 50,000 square feet of gross floor area, unless Appendix A requires a smaller building size.”*

RECOMMENDATION

The Planning Commission recommends approval of the proposed amendments. A draft motion is shown below:

“I move for approval of the proposed “housekeeping” amendments to Titles 16 and 17 of Island County Code, as shown in Exhibit ‘A’ “.

If you have any questions, please let me know.



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

Dean Enell, Chair

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522, Ext. 7339 ■ from S. Whidbey (360) 321-5111, Ext. 7339 FAX: (360) 679-7306 ■ 1 NE 6th Street, P. O. Box 5000, Coupeville, WA 98239-5000. Internet Home Page: <http://www.islandcounty.net/planning/>

~ MEMORANDUM ~

To: Board of Island County Commissioners

From: Island County Planning Commission

RE: Findings of Fact – Recommendation on Amendments to Titles 16 and 17 of the Island County Code; housekeeping amendments to the development regulations and standards.

Date: March 21, 2016

Summary

The Community Development Department and Prosecuting Attorney's office have, over the last few months, assembled a list of proposed "housekeeping" amendments to the development regulations (Titles 16 and 17) of Island County Code, that are needed to correct minor housekeeping items, such as obsolete text, scrivener's errors, minor inconsistencies, and conflicting subsections. Some of these amendments have been discussed for years, others have more recently become necessary because of changes in State law or to Island County Code.

The Island County Planning Commission is forwarding to the Board of Island County Commissioners its recommendation of approval. The proposed amendments are attached here as Exhibit "A,"

Findings

1. The Board of Island County Commissioners has directed its staff to review the Island County Code and identify minor housekeeping items such as obsolete text, scrivener's errors, minor inconsistencies, and introduce proposed amendments that would "clean up" the housekeeping items.

2. The Planning Commission finds that chapter 16.06 ICC contains the requirements for subdivision approval and alteration of approved subdivisions.
3. The Planning Commission finds that chapter 16.13 ICC contains the duties and powers of the Hearing Examiner.
4. The Planning Commission finds that chapter 17.03 ICC contains the standards for the various zones in Island County, including the Commercial Agriculture and Rural Center zoning districts, and the Land Use Standards .
5. The Planning Commission finds that adequate outreach to the local community and public was conducted by the Planning Department in accordance with ICC 16.26.080. There were no concerns raised by the public.
6. The Planning Commission finds that the proposed amendments to Titles 16 and 17 are exempt from threshold determination and EIS requirements under WAC 197-11-800(19) as procedural actions.
7. The Planning Commission conducted a public workshop regarding the proposed amendments on February 22, 2016 and a public hearing on March 14, 2016. There were no public comments in opposition to the proposed amendments.
8. The Planning Commission finds that the proposed amendments to chapters 16.06, 16.13, and 17.03 of Island County Code will enhance regulatory consistency, clarify the intent and meaning of the regulations, and reduce the potential for errors.
9. The Planning Commission finds that the proposed amendments to chapters 16.06, 16.13, and 17.03 of the Island County Code will enhance the Code's internal consistency and that the proposed amendments are consistent with the Island County Comprehensive Plan.

Conclusion

The Island County Planning Commission has reviewed the proposed amendments to the development regulations in Titles 16 and 17 of Island County Code and recommends that the Board of Island County Commissioners adopt the proposed amendments.

Respectfully submitted through the Island County Planning Department to the Board of Island County Commissioners, pursuant to RCW 36.70.430, this 3 day of 28, 2016 by,



A handwritten signature in black ink, appearing to read "Dean Enell", is written over a horizontal line.

Dean Enell,
Chair, Island County Planning Commission

Attachments:

Exhibit "A" – Amendments to the Titles 16 and 17 of Island County Code

EXHIBIT "A"

16.06.090 - Preliminary short subdivision approval.

...

F. Expiration of preliminary approval.

1. ~~The time limitation for submitting a final short plat for approval shall be the same as the time limitation for submitting a final plat for approval as set forth in ICC 16.06.110.F. Preliminary short subdivision approval shall expire if all requirements for final approval have not been fulfilled and the short plat approved and recorded within five (5) years of the date of the preliminary approval of the proposed project, or the first phase of such project if a project phasing schedule has been approved. Provided that any judicial appeal filed and accepted for review after preliminary approval shall automatically stay the time periods referenced above until a final decision on the appeal is rendered. The above five-year period shall also apply to all pending applications which have been granted preliminary approval as of the effective date of this chapter.~~

...

16.06.110 - Preliminary subdivision approval.

...

F. Expiration of preliminary approval.

1. ~~The time limitation for submitting a final plat for approval shall be the same as set forth in RCW 58.17.140(3). Preliminary subdivision approval shall expire if all requirements for final approval have not been fulfilled and the final plat approved and recorded within five (5) years of the date of the preliminary approval of the proposed project, or the first phase of such project, if a project phasing schedule has been approved. Provided that any judicial appeal filed and accepted for review after preliminary approval shall automatically stay the time periods referenced above until a final decision on the appeal is rendered. The above five-year period shall also apply to all pending applications which have been granted preliminary approval as of the effective date of this chapter.~~

...

16.06.120 - Application requirements for final approval.

Application for final approval of a short subdivision or subdivision shall be made by submitting the original application together with all requirements as listed below.

A. Application form. . . .

...

- H. Final map. The final subdivision or short subdivision map shall be drawn based on a site specific survey as specified in section 16.06.110 in permanent black ink on one (1) or more sheets capable of reproduction, eighteen (18) inches by twenty-four (24) inches in size, and bearing the following information (unless specifically waived by the approving authority at the time of preliminary approval):

1. The legal description of the land contained in the land division;

...

20. If applicable, any and all covenants, conditions, and restrictions intended to appear on the face of the plat or short plat.

...

16.06.170 - Alterations, withdrawals and vacations.

- A. Alterations. Land divisions may be altered in accordance with the following requirements and must meet the requirements of RCW 58.17.215, unless they are boundary line adjustments, lot combinations or boundary line corrections and can more readily and expeditiously be accomplished through the boundary line adjustment or correction process of this chapter:
1. A majority of all affected ownership interests within the originally recorded land division must be a party to the alteration application, or must express written agreement to the proposed alteration, including written agreement to accept ownership of any property, or to transfer or convey ownership of any property, which may be necessary as a result of the alteration. If the original land division was subject to restrictive covenants and the alteration would result in a violation of or require changes to those covenants, all affected ownership interests must agree in writing to terminate or alter the relevant covenants.
 2. Any conditions of approval contained in the original land division that are applicable to the alteration which have been relied upon in subsequent land development or land use planning decisions and which are still applicable at the time of application shall be incorporated in the alteration, unless such conditions are provided by other legal means at the time of approval of the alteration.
 3. In addition to notice requirements in RCW 58.17.215, pProcedures and requirements established by this chapter for land divisions shall be applicable to alteration requests, unless such alteration can otherwise be approved as a boundary line adjustment, lot combination, or boundary line correction. Alterations shall comply with applicable conditions of the original land division.
 4. Approval of any alteration which cannot otherwise be approved as a boundary line adjustment, lot combination or boundary line correction shall be approved as a Type II decision for short subdivisions and a Type III decision for subdivisions.

...

16.13.100 - Powers.

The examiner shall receive and examine available information, conduct public hearings and prepare a record thereof, and enter decisions as provided for herein.

- ...
- B. Appealable decisions (Type III). The decision of the examiner on the following matters shall be final unless such decision is appealed as provided in section 16.19.170, WAC 173-17-060 (shoreline civil penalties), or chapter 16.21 (shoreline administration); or is appealed in accordance with RCW 90.58.180 (Shorelines Hearings Board appeals):
1. Shoreline substantial development permit, conditional use, and variance permits when the underlying permit requires a hearing; rescission of such permits;
 2. Preliminary plat applications;
 3. Critical area alterations as provided in chapter 17.02;
 4. Site plan review for conditional uses classified as Type III decisions in chapters 17.03 and 16.19;
 5. Planned residential development applications for five (5) or more dwelling units;
 6. Civil penalties associated with shoreline cease and desist orders;

- 7. Commercial agriculture zoning verifications;
- 87. Rezones classified Type III decisions by chapters 17.03 and 16.19; and
- 98. Critical area variance requests as provided in chapter 17.02B.

16.13.150 – Transition.

Until new county-wide zoning is enacted to replace the current interim zoning, or December 31, 1984, whichever date is earlier, the examiner, in his/her decisions and recommendations, shall be guided by the following criteria:

- A. In case of conflict between the use of density designations in the optimal land use map and the text of the comprehensive plan, the text shall be controlling;
- B. In case of conflict between the use or density designations in the optimal land use map and existing interim zoning, the optimal land use map shall be controlling;
- C. In case of conflict between the comprehensive plan and any other development regulation of the county, the comprehensive plan shall be controlling; provided that, in all cases where the county seeks to maintain that a conflict exists, the county shall have the burden of demonstrating, to the satisfaction of the examiner, by clear and convincing evidence, that such conflict does in fact exist.

17.03.100 - Commercial Agriculture (CA) Zone.

- H. Verification of Commercial Agriculture (CA) Zone classification. Parcels classified CA shall be converted to RA, processed as a technical Type IV amendment pursuant to chapter 16.19 with no county permit fee charged the owner if:
 - 1. Water rights are not available to the parcel and less than fifty (50) percent of the parcel contains prime soils; or
 - 2. The parcel contains less than twenty five (25) percent prime soils; or
 - 3. The parcel is not farmable due to the critical area regulations contained in chapter 17.02; or
 - 4. The owner demonstrates that, as of June 2, 1999, the parcel did not meet the designation criteria set forth in subsection D. above.

For 180 days after the effective date of this amendment, if a property owner files a request for a technical amendment to be removed from the CA classification, the county shall, at no cost to the owner complete any necessary studies to verify the presence of prime soils. A technical amendment under this subsection may be processed simultaneously with a zoning amendment filed pursuant to section 17.03.220.

17.03.120 – Rural Center (RC) Zone

- C. Prohibited Uses
 - 1. Junk and salvage yards;
 - 2. Single family dwelling units; and

3. Any building greater than 50,000 square feet of gross floor area, unless Appendix A is more restrictive in limiting building size within a particular Rural Center.

...

17.03.180 - Land use standards.

The land use standards contained in this section supplement the general land use regulations of this chapter and the specific development standards contained in other chapters of the Island County Code.

...

S. Site coverage and setbacks.

...

4. Building setbacks for the RC, RV, CGV, RS, LM and AP Zones.

...

- 4.[5.] Supplemental setback and height requirements.

...

- 5-[6.] Sight distance setbacks.

...

- 6-[7.] General exceptions to setback requirements:

...

- 7-[8.] Special shoreline setbacks.

...

V. Temporary uses. The following temporary uses may be conducted upon temporary use approval. Each use shall meet the requirements of this chapter and the following standards:

...

5. In R and RR Zones, mobile/manufactured homes for relatives having a physical or mental infirmity.
 - a. A mobile/manufactured home may be temporarily used by an infirm person incapable of maintaining a residence on a separate property, or by one (1) or more individuals caring for the infirm person;
 - b. The mobile/manufactured home shall be occupied by a family member or designated caregiver of the occupants of the primary dwelling unit;

...



**ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT**

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

April 6, 2016

Subject/Description: Presentation and Workshop of draft Needs Assessment and Gaps Analysis Report.

Attachment: Yes – Memo; Draft Needs Assessment and Gap Analysis Report

Action Requested: Review draft report developed for the Critical Areas Ordinance update and provide input on the recommendations for moving forward.

Follow up:

Subject/Description: Presentation of Planning Commission recommendations on amendments to the Fish and Wildlife Critical Areas regulations ICC 17.02B, to address the Western Washington Growth Management Hearings Board Order.

Attachment: Yes – Exhibits from draft ordinance PLG-003-16

Action Requested: Provide direction on Planning Commission Recommendation; Identify necessary changes and schedule for Public Hearing.

Follow up:

Documents for these items can be viewed at the following website:

<http://islandcounty2036.org/>

ISLAND COUNTY PUBLIC HEALTH
ISLAND COUNTY DEPARTMENT OF NATURAL RESOURCES
M E M O R A N D U M
March 21, 2016

TO: Richard M. Hannold, Chair
Board of County Commissioners

FROM: Keith Higman
Health Services Director
Island County Public Health

Subject: Health Department Work Session – April 6, 2016

Note: The first Public Health Department Work Session of the month is designated for informal discussion of any Board of Health matters.

Administration:

1. *Subject/Description:* None.
Attachment:
Action Requested:

Community & Family Health:

1. *Subject/Description:* None.
Attachment:
Action Requested:

Environmental Health:

1. *Subject/Description:* None.
Attachment:
Action Requested:

Assessment:

1. *Subject/Description:* United General District #304; Youth Marijuana Prevention
Attachment: Contract No. YMPEP 16-17
Action Requested: Approval to move to BOCC following legal & risk review.

Department of Natural Resources:

1. *Subject/Description:* None.
Attachment:
Action Requested:

CONTRACT AGREEMENT FOR SERVICES

THIS AGREEMENT is made and entered into by Island County and between Skagit County Public Hospital District 304, DBA United General District #304 of Skagit County, Washington referred to as "United" and, Island County Public Health hereinafter referred to as the "Contractor".

THE PURPOSE OF THIS AGREEMENT – Implement youth marijuana prevention activities outlined in the Island County Public Health Department work plan.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

The Contractor shall ensure the below mutual agreed upon activities are implemented:

PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence on March 15, 2016 and terminate on June 30, 2017.

PAYMENT

The cost of accomplishing the work herein shall not exceed \$39,000 and must be in accordance with the Statement of Work and submitted budget (**Exhibit A**). \$8000 must be spent by June 30, 2016; the remaining \$31,000 must be spent by June 30, 2017 (see **Exhibit A**). The contract amount is based on actual reimbursements. Compensation for services provided shall be issued upon receiving a quarterly report (**Exhibit B**) and an invoice voucher (**Exhibit C**) with proper detailed back-up documentation. Food and equipment purchases are not allowable expenses.

BILLING PROCEDURES

Payment to the Contractor for approved and completed work will be made by warrant by United within 14 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted with 14 days after the expiration date.

AGREEMENT ALTERATIONS AND AMENDMENTS

This agreement may be amended by mutual agreement of the parties. Such agreements shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.



CONTRACT MANAGEMENT

The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this agreement.

The Contract Manager for United is:
Carol Hawk
360-854-7170
United General District #304
2241 Hospital Drive
Sedro Woolley WA 98283

The Contract Manager for the Contractor is:
Emily Maughan
360-678-7917
e.maughan@co.island.wa.us
PO Box 5000
Coupeville, WA, 98239

OWNERSHIP OF WORK PRODUCTS

All data, materials, intellectual properties, discoveries, deliverables, memoranda and other documents developed under this Agreement, whether finished or not, shall become property of United, shall be forwarded to United at its request and may be used by United as it sees fit.

GOVERNANCE AND DISPUTES

This Agreement shall be construed under the laws of the State of Washington and applicable federal laws. Venue and jurisdiction over any dispute involving this Agreement shall be exclusively in the Superior Court in Skagit County, Washington. In the event either party, with respect to this Agreement, commences legal proceedings, the prevailing party shall be entitled to recover all costs and expenses incurred in connection with such action, including reasonable attorneys' fees.

HOLD HARMLESS

The Contractor shall defend, protect and hold harmless United General District #304, or any employees thereof, from and against all claims, suits or actions arising for any intentional or negligent act or omission of the contractor, while performing under the terms of this contract.

United General District #304 shall defend, protect and hold harmless Contractor, or any employees, officials and volunteers thereof, from and against all claims, suits or actions arising from any intentional or negligent act or omission of United General District #304, while performing under the terms of this contract.

PRIVACY

Personal information collected, used, or acquired in connection with this contract shall be used solely for the purposes of this contract. Contractor agrees not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law. Contractor agrees to implement physical, electronic, managerial safeguards to prevent unauthorized access to personal information.



TERMINATION

Either party may terminate the Agreement upon 30 days prior written notification to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of the termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this agreement or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation. If failure of violation is not corrected, this Agreement may be terminated immediately.

ENTIRE AGREEMENT

This agreement and attachment contain all the terms and condition agreed upon by the parties. No other understandings, oral, otherwise not contained herein shall be binding upon either party.

FOR United General District #304:

**FOR ISLAND COUNTY,
WASHINGTON:**

Ted Brockmann | CEO/CFO

Date:

Richard M. Hannold, Chair Date:
Board of Island County Commissioners

Carol Hawk | Director

Date:

Jill Johnson, Chair Date:
Island County Board of Health



Island County – Statement of Work

Task 1: Identify YMPEP program needs	
Activity	Activity Description
Activity 1.1 Conduct regional assessment of YMPEP program needs.	Reviewing Healthy Youth Survey data, and working with the three school districts and two private schools that serve 12-20 year olds we will determine the current trends in initiation and use of marijuana. We will also engage with local stake holders such as law enforcement and substance abuse coalitions to get their perspective on current trends in their specific areas.
	<p align="center">Objective/Projected Outcome</p> <ul style="list-style-type: none"> Aligns with Objectives 2 and 3 Local and Regional Needs assessment reports created
Timeframe Year 1: (April 1- June 30, 2016) Start: April, 2016 Complete: June, 2016 Data will be collected and analyzed for both a local and regional needs assessment. A local needs assessment report will be generated and a plan will be created as to how identified needs can be addressed.	Timeframe Year 2: (July 1, 2016- June 30, 2017) Start: July, 2016 Complete: June, 2017 Review new results of the Healthy Youth Survey that will be conducted in October 2016.
Task 2: Implement Regional YMPEP program	
Activity	Activity Description
Activity 2.1 Disseminate updated school signage to school districts throughout region.	Distribute signs to the three school districts and two private schools.
	<p align="center">Objective/Projected Outcome</p> <ul style="list-style-type: none"> Aligns with Objective 3 Reduce marijuana usage on school campuses during and after school hours
Timeframe Year 1: (April 1- June 30, 2016) Start: April, 2016 Complete: June, 2016 Every School will be given the appropriate signage.	Timeframe Year 2: (July 1, 2016- June 30, 2017) Start: July, 2016 Complete: June, 2017 Make sure that all signs are in good repair and hung up accordingly.
Task 2: Implement Regional YMPEP program	
Activity	Activity Description
Activity 2.2 Develop materials and education tailored to the needs of general and priority populations.	Currently existing educational material will be tailored to help fit the needs of our community and will be distributed accordingly.
	<p align="center">Objective/Projected Outcome</p> <ul style="list-style-type: none"> Aligns with Objectives 1 and 2 Reduce the initiation and use of marijuana in youth and adults
Timeframe Year 1: (April 1- June 30, 2016) Start: April, 2016	Timeframe Year 2: (July 1, 2016- June 30, 2017) Start: July, 2016

Island County – Statement of Work

<p>Complete: June, 2016</p>	<p>Complete: June, 2017</p> <p>As needs arise, additional material may be created and distributed accordingly.</p>
<p>Task 2: Implement Regional YMPEP program</p>	
<p>Activity</p>	<p>Activity Description</p>
<p>Activity 2.3 Develop youth leaders to create healthier communities and prevent marijuana use by peers.</p>	<ul style="list-style-type: none"> Identify youth leaders in all three school districts that are interested in preventing marijuana use among their peers. Hold local meetings where the youth are able to connect with one another and address current concerns. Hold Regional Youth Summit where youth learn from each other about how to promote marijuana prevention among their peers. <p>Objective/Projected Outcome</p> <ul style="list-style-type: none"> Aligns with Objective 1 and 2 Reduce the initiation and use of marijuana in youth
<p>Timeframe Year 1: (April 1- June 30, 2016)</p> <p>Start: April, 2016 Complete: June, 2016</p> <ul style="list-style-type: none"> Create a core group of youth leaders that represent the whole island. Successfully hold Regional Youth Summit meeting. 	<p>Timeframe Year 2: (July 1, 2016- June 30, 2017)</p> <p>Start: July, 2016 Complete: June, 2017</p> <p>Establish an ongoing youth leadership program to address substance abuse.</p>
<p>Task 2: Implement Regional YMPEP program</p>	
<p>Activity</p>	<p>Activity Description</p>
<p>Activity 2.4 Disseminate educational materials that outline marijuana use laws in WA State.</p>	<p>Distribute education material that outlines marijuana use laws.</p> <p>Objective/Projected Outcome</p> <ul style="list-style-type: none"> Aligns with Objective 1 and 2 Reduce the initiation and use of marijuana in youth.
<p>Timeframe Year 1: (April 1- June 30, 2016)</p> <p>Start: April, 2016 Complete: June, 2016</p>	<p>Timeframe Year 2: (July 1, 2016- June 30, 2017)</p> <p>Start: July, 2016 Complete: June, 2017</p> <p>Community Leaders and School Districts will be given educational material on marijuana use laws in WA.</p>
<p>Task 2: Implement Regional YMPEP program</p>	
<p>Activity</p>	<p>Activity Description</p>
<p>Activity 2.5 Deliver evidence-based curriculum and/or programs with marijuana prevention outcomes in school and/or community</p>	<ul style="list-style-type: none"> Explore and review current curriculums and programs that address marijuana prevention in schools and community settings. Implement evidence-based marijuana prevention

Island County – Statement of Work

settings.	program.
	Objective/Projected Outcome
	<ul style="list-style-type: none"> Aligns with Objective 1 and 2 Reduce the initiation and use of marijuana in youth
<p>Timeframe Year 1: (April 1- June 30, 2016)</p> <p>Start: April, 2016 Complete: June, 2016</p> <ul style="list-style-type: none"> Complete Needs Assessment with collaboration of schools and communities. Begin to explore potential curriculum/programs to address needs. 	<p>Timeframe Year 2: (July 1, 2016- June 30, 2017)</p> <p>Start: July, 2016 Complete: June, 2017</p> <p>Identify and implement appropriate programs that address marijuana prevention</p>
Task 2: Implement Regional YMPEP program	
Activity	Activity Description
<p>Activity 2.6 Development and implementation of policies and procedures that restrict access and availability e-cigarette and vaping devices by youth.</p>	<p>Work with government leaders to develop and implement local policies that restrict access and availability of e-cigarette and vaping devices by youth.</p>
	Objective/Projected Outcome
	<ul style="list-style-type: none"> Aligns with Objective 3 Reduce the access youth have to e-cigarettes and vaping devices
<p>Timeframe Year 1: (April 1- June 30, 2016)</p> <p>Start: April, 2016 Complete: June, 2016</p> <ul style="list-style-type: none"> Research and develop educational materials for local government officials and community members. Educate local government officials on current e-cigarette, vaping trends and other ordinances that have been passed on a local level in the state. 	<p>Timeframe Year 2: (July 1, 2016- June 30, 2017)</p> <p>Start: July, 2016 Complete: June, 2017</p> <ul style="list-style-type: none"> Educate local government officials on current e-cigarette, vaping trends and other ordinances that have been passed on a local level in the state. Draft sample policy to be implemented on a local level.
Task 2: Implement Regional YMPEP program	
Activity	Activity Description
<p>Activity 2.7 Development and implementations of policies and procedures that restrict use and availability of marijuana, e-cigarette, and vaping devices at public and community events.</p>	<p>Work with government leaders to implement local policy that includes vaping, and marijuana into the SIPP law.</p>
	Objective/Projected Outcome
	<ul style="list-style-type: none"> Aligns with Objective 3 Reduce the access youth have to e-cigarettes and vaping devices
<p>Timeframe Year 1: (April 1- June 30, 2016)</p> <p>Start: April, 2016 Complete: June, 2016</p>	<p>Timeframe Year 2: (July 1, 2016- June 30, 2017)</p> <p>Start: July, 2016 Complete: June, 2017</p>

Island County – Statement of Work

<ul style="list-style-type: none"> • Research and develop educational materials for local government officials and community members. • Educate local government officials on current e-cigarette, vaping trends and other ordinances that have been passed on a local level in the state. 	<ul style="list-style-type: none"> • Educate local government officials on current e-cigarette, vaping trends and other ordinances that have been passed on a local level in the state. • Draft sample policy to be implemented on a local level. • Support local government officials in advocacy and implementation of local regulations.
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Task 3: Enhance community/school/stakeholder participation in regional YMPEP program

Activity	Activity Description
<p>Activity 3.1 Establish or expand relationships between Regional Marijuana Prevention Program and State Drug Free Community Coalitions and Community Prevention and Wellness Initiative Coalitions within the region to encourage marijuana prevention is a priority among their prevention planning.</p>	<ul style="list-style-type: none"> • Attend regional trainings and meetings on marijuana prevention. • Collaborate with the Oak Harbor Youth Coalition, the local CPWI to encourage them to make marijuana prevention a priority.
Objective/Projected Outcome	
<ul style="list-style-type: none"> • Aligns with Objective 3 • Establish strong relationships with local, state and regional prevention groups 	
<p>Timeframe Year 1: (April 1- June 30, 2016)</p> <p>Start: April, 2016 Complete: June, 2016</p> <p>Attend regional meetings, trainings, and Youth Summit</p>	<p>Timeframe Year 2: (July 1, 2016- June 30, 2017)</p> <p>Start: July, 2016 Complete: June, 2017</p> <ul style="list-style-type: none"> • Collaborate with the Oak Harbor Youth Coalition's, marijuana prevention strategies. • Build relationships with regional prevention partners.

Task 3: Enhance community/school/stakeholder participation in regional YMPEP program

Activity	Activity Description
<p>Activity 3.2 Participate in the recruitment of Healthy Youth Survey participation with school districts within your region.</p>	<ul style="list-style-type: none"> • Reach out to School Districts and assure they are signed up to participate in the Healthy Youth Survey for 2016. • Once 2016 data has been released, present that information to the school districts.
Objective/Projected Outcome	
<ul style="list-style-type: none"> • Aligns with Objective 3 • 100% participation in the Healthy Youth Survey of the schools in the county 	
<p>Timeframe Year 1: (April 1- June 30, 2016)</p> <p>Start: April, 2016 Complete: June, 2016</p> <p>Have all three districts successfully signed up for the 2016 HYS.</p>	<p>Timeframe Year 2: (July 1, 2016- June 30, 2017)</p> <p>Start: July, 2016 Complete: June, 2017</p> <p>Make presentations to the school districts on the 2016 data and encourage them to participate in the 2018 survey.</p>

Island County – Statement of Work

Task 3: Enhance community/school/stakeholder participation in regional YMPEP program	
Activity	Activity Description
Activity 3.3 Identify and collaborate with existing coalitions, community-based resources, and businesses who have a vested interest in reducing substance use by youth.	Reach out to current coalitions and groups in the community who are focused on substance abuse prevention among youth and identify how we can work together with them.
	Objective/Projected Outcome <ul style="list-style-type: none"> Aligns with Objective 2 Collaboration with existing groups/organizations to reduce the initiation and use of marijuana in youth 12 to 20
Timeframe Year 1: (April 1- June 30, 2016) Start: April, 2016 Complete: June, 2016 As part of the Local Needs Assessment, reach out to community groups and organizations and learn about their current efforts and plans in regards to substance abuse prevention.	Timeframe Year 2: (July 1, 2016- June 30, 2017) Start: July, 2016 Complete: June, 2017 Have relationships build with current coalitions and community based groups working to prevent substance abuse.
Task 3: Enhance community/school/stakeholder participation in regional YMPEP program	
Activity	Activity Description
Activity 3.4 Educate decision-makers on effective substance use prevention policies, strategies and the concept of social norms change.	Research social norm campaigns that have been implemented in other communities and see how similar ones could possibly be implemented in our county.
	Objective/Projected Outcome <ul style="list-style-type: none"> Aligns with Objective 1 Reduce the initiation and use of marijuana
Timeframe Year 1: (April 1- June 30, 2016) Start: April, 2016 Complete: June, 2016 Research current social norm campaigns, and policies that are in place in other communities.	Timeframe Year 2: (July 1, 2016- June 30, 2017) Start: July, 2016 Complete: June, 2017 Educate decision-makers on current and effective policies and procedures that are in place to prevent substance abuse.

Island County – Statement of Work

April - June 2016 Budget	
Personnel / Honorarium / Stipend	Amount
Emily Maughan - Public Health Coordinator: Composite Rate: \$37.00*100 hrs	3700.00
Laura Luginbill - Assessment and Healthy Communities Director: \$51.60*32 hrs	1650.00
Total Personnel Cost	\$ 5350.00
<p>Brief Narrative - How do the fund in this category support the activities in your work plan: Emily Maughan will be the primary contact and lead for this program. Funds will support her time in implementing strategies in the work plan to meet the outlined objectives. Laura Luginbill will provide support for the regional and local needs assessment, and as needed to support full implementation of the work plan.</p>	
Travel	Amount
Regional Trainings and Meetings	252.00
Youth Summit	50.00
Inter-county travel	200.00
Total Travel Cost	\$ 502.00
<p>Brief Narrative - How do the fund in this category support the activities in your work plan: Travel funds will support the establishment of a strong, collaborative regional network. Inter-county travel will support the work within Island County's multiple communities, especially engagement with our small, rural communities.</p>	
Supplies and Materials	Amount
Graphic Designer	500.00
Printing Costs	100.00
Total Supplies and Materials Cost	\$ 600.00
<p>Brief Narrative - How do the fund in this category support the activities in your work plan: Graphic design work is needed to adapt existing educational materials from our regional partners for Island County. These materials will be used as part of Activities 2.6 and 2.7 to develop and implement local regulations that restrict youth access to vaping devices and vaping within public places. Printing costs are associated with the local regulation educational campaign, community needs assessment work, and participation in the youth summit.</p>	
Other	Amount
Department Indirect Rate (24%)	1548.00
Total Other	\$ 1548.00
<p>Brief Narrative - How do the fund in this category support the activities in your work plan: The approved department indirect rate covers all costs associated with administrative and technical support associated with these funds.</p>	
Total Funds Amount/Request:	\$ 8000.00

Island County – Statement of Work

July 1 st 2016 – June 30 th 2017 Budget	
Personnel / Honorarium / Stipend	Amount
Emily Maughan – Public Health Coordinator: Composite Rate: \$37.00*350 hrs	12950.00
Laura Luginbill – Assessment and Healthy Communities Director: \$51.60*50 hrs	2580.00
Total Personnel Cost	\$ 15530.00
Brief Narrative – How do the fund in this category support the activities in your work plan: Emily Maughan will be the primary contact and lead for this program. Funds will support her time in implementing strategies in the work plan to meet the outlined objectives. Laura Luginbill will provide technical assistance and support for full implementation of the work plan.	
Travel	Amount
Regional Trainings and Meetings	350.00
Youth Summit	50.00
Inter-county travel	500.00
Total Travel Cost	\$ 900.00
Brief Narrative – How do the fund in this category support the activities in your work plan: Travel funds will support the establishment of a strong, collaborative regional network. Inter-county travel will support the work within Island County’s multiple communities, especially engagement with our small, rural communities.	
Supplies and Materials	Amount
Printing Costs	85.00
Program/Curriculum Implementation	8285.00
Other	200.00
Total Supplies and Materials Cost	\$ 8570.00
Brief Narrative – How do the fund in this category support the activities in your work plan: Program/Curriculum materials will support implementation of Activity 2.5 as determined by the Needs Assessment completed in April-June 2016. Printing costs are associated with implementation of activities outlined in the work plan. Other materials may include supplies for special education events or youth summit expenses.	
Other	Amount
Department Indirect Rate (24%)	6000.00
Total Other	\$ 6000.00
Brief Narrative – How do the fund in this category support the activities in your work plan: The approved department indirect rate covers all costs associated with administrative and technical support associated with these funds.	
Total Funds Amount/Request:	\$ 31000.00

Youth Marijuana Prevention Programs Quarterly Report Form

Due:

County: Island

Program/Island Contact: Emily Maughan

Task 1: Identify YMPEP program needs	
Activity	Activity Description
Activity 1.1 Conduct regional assessment of YMPEP program needs.	Reviewing Healthy Youth Survey data, and working with the three school districts and two private schools that serve 12-20 year olds we will determine the current trends in initiation and use of marijuana. We will also engage with local stake holders such as law enforcement and substance abuse coalitions to get their perspective on current trends in their specific areas.
Objective/Projected Outcome	
<ul style="list-style-type: none"> Aligns with Objectives 2 and 3 Local and Regional Needs assessment reports created 	
Provide a brief description of the status of your planned activity:	
Please list all of the agencies/organization and other who have been active partners in this planned activity:	
Have there been barriers to the success of this planned activity? If so, please describe:	
What have been the successes related to this planned activity:	
Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):	
Any additional comments/questions/concerns:	
Task 2: Implement Regional YMPEP program	
Activity	Activity Description
Activity 2.1 Disseminate updated school signage to school districts throughout region.	Distribute signs to the three school districts and two private schools.
Objective/Projected Outcome	
<ul style="list-style-type: none"> Aligns with Objective 3 Reduce marijuana usage on school campuses during and after school hours 	
Provide a brief description of the status of your planned activity:	

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

•

Any additional comments/questions/concerns:

Task 2: Implement Regional YMPEP program

Activity	Activity Description
Activity 2.2 Develop materials and education tailored to the needs of general and priority populations.	Currently existing educational material will be tailored to help fit the needs of our community and will be distributed accordingly.
	Objective/Projected Outcome <ul style="list-style-type: none"> • Aligns with Objectives 1 and 2 • Reduce the initiation and use of marijuana in youth and adults

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

•

Any additional comments/questions/concerns:

Task 2: Implement Regional YMPEP program

Activity	Activity Description
Activity 2.3 Develop youth leaders to create healthier communities and prevent marijuana use by peers.	<ul style="list-style-type: none"> • Identify youth leaders in all three school districts that are interested in preventing marijuana use among their peers. • Hold local meetings where the youth are able to connect with one another and address current concerns. • Hold Regional Youth Summit where youth learn from each other about how to promote marijuana prevention among their

	peers.
	Objective/Projected Outcome
	<ul style="list-style-type: none"> • Aligns with Objective 1 and 2 • Reduce the initiation and use of marijuana in youth

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

-

Any additional comments/questions/concerns:

Task 2: Implement Regional YMPEP program

Activity	Activity Description
Activity 2.4 Disseminate educational materials that outline marijuana use laws in WA State.	Distribute education material that outlines marijuana use laws.
	Objective/Projected Outcome
	<ul style="list-style-type: none"> • Aligns with Objective 1 and 2 • Reduce the initiation and use of marijuana in youth

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

-

Any additional comments/questions/concerns:

Task 2: Implement Regional YMPEP program

Activity	Activity Description
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Activity 2.5 Deliver evidence-based curriculum and/or programs with marijuana prevention outcomes in school and/or community	<ul style="list-style-type: none"> Explore and review current curriculums and programs that address marijuana prevention in schools and community settings. Implement evidence-based marijuana prevention program.
	<p align="center">Objective/Projected Outcome</p> <ul style="list-style-type: none"> Aligns with Objective 1 and 2 Reduce the initiation and use of marijuana in youth

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

-

Any additional comments/questions/concerns:

Task 2: Implement Regional YMPEP program

Activity	Activity Description
Activity 2.6 Development and implementation of policies and procedures that restrict access and availability e-cigarette and vaping devices by youth.	Work with government leaders to develop and implement local policies that restrict access and availability of e-cigarette and vaping devices by youth.
	<p align="center">Objective/Projected Outcome</p> <ul style="list-style-type: none"> Aligns with Objective 3 Reduce the access youth have to e-cigarettes and vaping devices

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

-

Any additional comments/questions/concerns:

Task 2: Implement Regional YMPEP program

Activity	Activity Description
<p>Activity 2.7</p> <p>Development and implementations of policies and procedures that restrict use and availability of marijuana, e-cigarette, and vaping devices at public and community events.</p>	<p>Work with government leaders to implement local policy that includes vaping, and marijuana into the SIPP law.</p>
	<p>Objective/Projected Outcome</p>
	<ul style="list-style-type: none"> • Aligns with Objective 3 • Reduce the access youth have to e-cigarettes and vaping devices

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

Any additional comments/questions/concerns:

Task 3: Enhance community/school/stakeholder participation in regional YMPEP program

Activity	Activity Description
<p>Activity 3.1</p> <p>Establish or expand relationships between Regional Marijuana Prevention Program and State Drug Free Community Coalitions and Community Prevention and Wellness Initiative Coalitions within the region to encourage marijuana prevention is a priority among their prevention planning.</p>	<ul style="list-style-type: none"> • Attend regional trainings and meetings on marijuana prevention. • Collaborate with the Oak Harbor Youth Coalition, the local CPWI to encourage them to make marijuana prevention a priority.
	<p>Objective/Projected Outcome</p>
	<ul style="list-style-type: none"> • Aligns with Objective 3 • Establish strong relationships with local, state and regional prevention groups

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

Any additional comments/questions/concerns:

Task 3: Enhance community/school/stakeholder participation in regional YMPEP program

Activity	Activity Description
<p>Activity 3.2</p> <p>Participate in the recruitment of Healthy Youth Survey participation with school districts within your region.</p>	<ul style="list-style-type: none"> Reach out to School Districts and assure they are signed up to participate in the Healthy Youth Survey for 2016. Once 2016 data has been released, present that information to the school districts.
	<p>Objective/Projected Outcome</p>
	<ul style="list-style-type: none"> Aligns with Objective 3 100% participation in the Healthy Youth Survey of the schools in the county Aligns with Objective 3 Establish strong relationships with local, state and regional prevention groups

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

Any additional comments/questions/concerns:

Task 3: Enhance community/school/stakeholder participation in regional YMPEP program

Activity	Activity Description
<p>Activity 3.3</p> <p>Identify and collaborate with existing coalitions, community-based resources, and businesses who have a vested</p>	<p>Reach out to current coalitions and groups in the community who are focused on substance abuse prevention among youth and identify how we can work together with them.</p>
	<p>Objective/Projected Outcome</p>

interest in reducing substance use by youth.	<ul style="list-style-type: none"> Aligns with Objective 2 Collaboration with existing groups/organizations to reduce the initiation and use of marijuana in youth 12 to 20
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Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

-

Any additional comments/questions/concerns:

Task 3: Enhance community/school/stakeholder participation in regional YMPEP program

Activity	Activity Description				
<p>Activity 3.4</p> <p>Educate decision-makers on effective substance use prevention policies, strategies and the concept of social norms change.</p>	<p>Research social norm campaigns that have been implemented in other communities and see how similar ones could possibly be implemented in our county.</p> <tr> <td colspan="2" data-bbox="812 1081 1510 1123">Objective/Projected Outcome</td> </tr> <tr> <td colspan="2" data-bbox="812 1123 1510 1239"> <ul style="list-style-type: none"> Aligns with Objective 1 Reduce the initiation and use of marijuana </td> </tr>	Objective/Projected Outcome		<ul style="list-style-type: none"> Aligns with Objective 1 Reduce the initiation and use of marijuana 	
Objective/Projected Outcome					
<ul style="list-style-type: none"> Aligns with Objective 1 Reduce the initiation and use of marijuana 					

Provide a brief description of the status of your planned activity:

Please list all of the agencies/organization and other who have been active partners in this planned activity:

Have there been barriers to the success of this planned activity? If so, please describe:

What have been the successes related to this planned activity:

Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):

-

Any additional comments/questions/concerns:

VENDOR INVOICE

VENDOR:

ADDRESS:

CITY/STATE/ZIP:

INVOICE NUMBER:

DATE:

BILL TO:

DESCRIPTION	AMOUNT
TOTAL	

If you are a new vendor, please attach W9 when invoice is submitted.
QUESTIONS: Contact *Tori Sanchez* - tori.sanchez@unitedgeneral.org 360-854-7154

BUDGET/GSA
WORK SESSION AGENDA

APRIL 6, 2016

- (1) Subject: Conservation Futures Program
 - Projects update
 - 2016 applicationsAttachment: Yes
Action Requested: Discussion

- (2) Subject: Schedule for adoption of next year's budget (2017)
Attachment: Yes
Action Requested: Discussion

BUDGET/GSA
WORK SESSION AGENDA

APRIL 6, 2016

- (1) Subject: Conservation Futures Program
 - Projects update
 - 2016 applicationsAttachment: Yes
Action Requested: Discussion

- (2) Subject: Schedule for adoption of next year's budget (2017)
Attachment: Yes
Action Requested: Discussion

ISLAND COUNTY GENERAL SERVICES ADMINISTRATION

P.O. Box 5000

Coupeville, WA 98239-5000



Phone: (360) 679-7378 FAX: 360 240-5551

DATE: MARCH 17, 2016
TO: ELAINE MARLOW, DIRECTOR
FROM: DON MASON, PROGRAM COORDINATOR
RE: UPDATE ON 2012 CFF PROJECTS

In the 2012 funding cycle the Board of County Commissioners (BOCC) approved Conservation Futures Fund (CFF) acquisition projects At Indian Point (Maxwellton area) Ebeys Farmland (3 Sisters Farm) and Crocket Lake. Additionally, the BOCC approved M&O funds for noxious weed control at the Iverson Preserve (Camano Island).

The Indian Point, Ebeys Farmland, and Iverson Preserve projects have been completed.

The Crockett Lake project is not yet complete and was approved for funding of \$270,000. The project was for the fee simple and conservation easement purchases on several parcels located around Crockett Lake in central Whidbey. The CFF award was to be matched with \$2,171,000 from other fund sources. The project went under agreement with the county in December 2012 with a completion date of December 2014.

In March 2015, the BOCC granted an extension of the contract to December 30, 2015 as the complexity of the multi-phased project require more time to complete.

On December 16, 2015, the BOCC extended the contract again to May 31, 2016 so that a boundary line adjustment (BLA) could be completed prior to closing on one of the project parcels. The BLA application is still incomplete and needs a survey before it is processed.

\$80,000 of the project's CFF funds have been expended on the purchase of a conservation easement on 11.08 acres in October 2015. The project's CFF fund balance is \$190,000. Additionally, 176.55 acres of property have been purchased in this project using funds from other sources.

The project's sponsor, Whidbey Camano Land Trust (WCLT) submitted the attached Interim Progress Report on the project in 2016.

ISLAND COUNTY GENERAL SERVICES ADMINISTRATION

P.O. Box 5000

Coupeville, WA 98239-5000



Phone: (360) 679-7378 FAX: 360 240-5551

DATE: MARCH 17, 2016
TO: ELAINE MARLOW, DIRECTOR
FROM: DON MASON, PROGRAM COORDINATOR
RE: UPDATE ON 2014 CFF PROJECTS

In the 2014 funding cycle the Board of County Commissioners (BOCC) approved a Conservation Futures Fund (CFF) acquisition project on Monroe Landing Road in the Oak Harbor area. Additionally, the BOCC approved M&O funds for noxious weed control project at the Iverson Preserve (Camano Island) and property improvements at the Trillium Community Forest (Greenbank).

The Trillium Community Forest and Iverson Preserve projects have been completed.

The Monroe Landing road project is not yet complete, and was approved for funding of \$610,000. The project consists of 2 Conservation Easement (CE) purchases which will protect the agricultural and conservation values of nearly 319 combined acres.

The first CE to close was the Monroe Landing LLC CE, using \$400,000 of CFF funds. The project's CFF award balance is \$210,000.

The remaining project CE, the Vander Voet Family Farm CE, is under negotiation with the landowners.

The project's sponsor, Whidbey Camano Land Trust (WCLT) submitted the attached Interim Progress Report on the project in 2016.

ISLAND COUNTY GENERAL SERVICES ADMINISTRATION

P.O. Box 5000

Coupeville, WA 98239-5000



Phone: (360) 679-7378 FAX: 360 240-5551

DATE: MARCH 17, 2016
TO: ELAINE MARLOW, DIRECTOR
FROM: DON MASON, PROGRAM COORDINATOR
RE: UPDATE ON 2015 CFF PROJECTS

In the 2015 funding cycle the Board of County Commissioners (BOCC) approved Conservation Futures Fund (CFF) acquisition projects for the Dillon Property (Camano ridge), the Fakkema Farm (Oak Harbor), and the Lone Lake working lands (Langley). Additionally, the BOCC approved M&O funds for noxious weed control project at the Iverson Preserve (Camano Island) to fund the work done there in 2016 and 2017.

An application for a conservation easement acquisition project at Dugualla Lake was withdrawn by the applicant.

The Dillon property project closed in December 2015 and cost \$80,533 in CFF funds. This is \$4,467 under the project budget. These remaining funds are returned to the CFF.

The Iverson Preserve M&O project has not yet started the 2016 project activity.

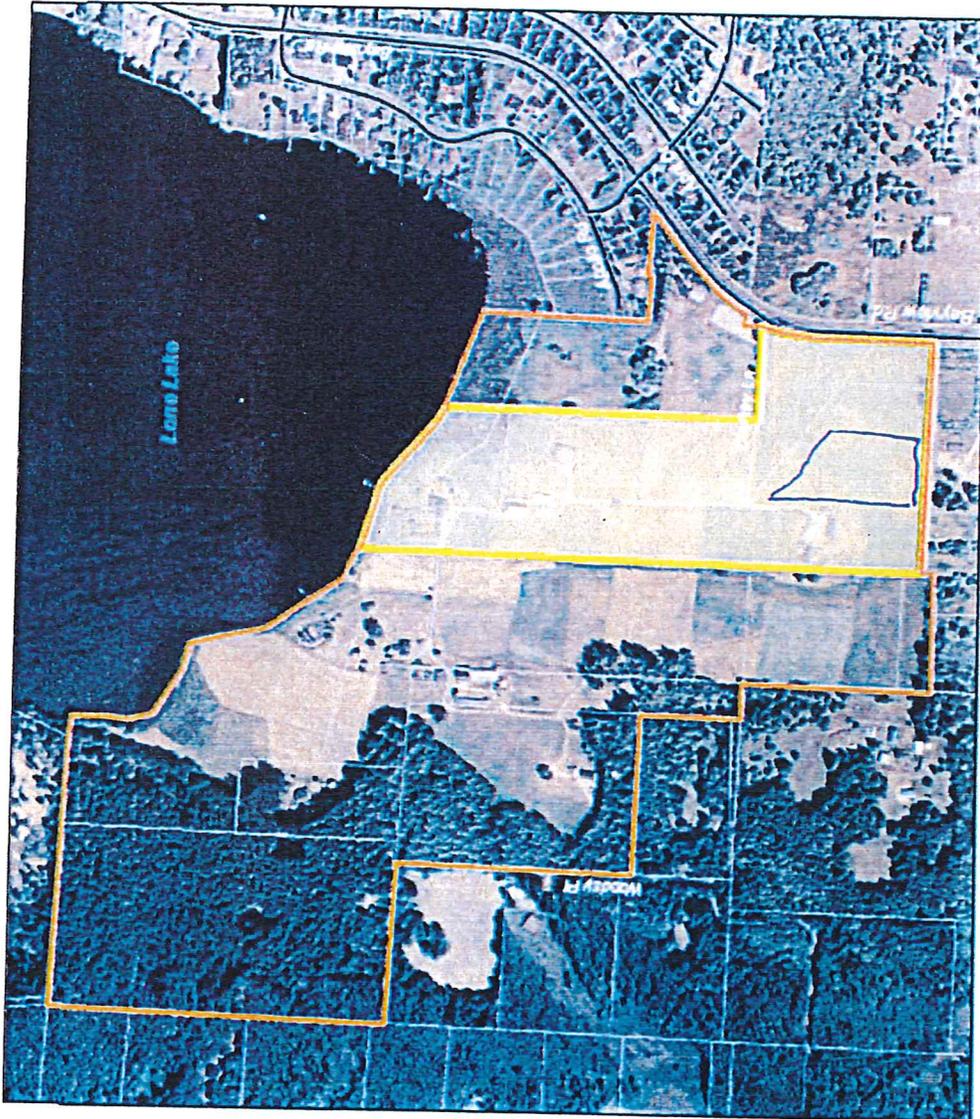
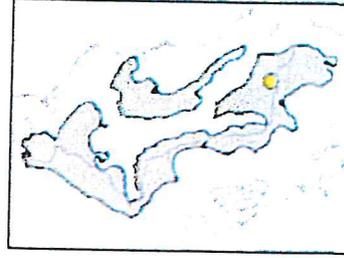
The Fakkema Farm project's sponsor, Whidbey Camano Land Trust (WCLT) has updated the county that they are in "final negotiations" with the landowners and anticipate to close this CE in summer of 2016.

The Lone Lake working lands Phase 1 project has not yet begun. Since the presentations for CFF funding for this project, there has been a very public process to get licensing for a "Tier 3" marijuana production facility on much of the same acreage that would be protected under the proposed CE. I have attached maps showing the location of the CE project and the location of the proposed tier 3 facility. The Washington Liquor Control Board license application (#415860 to THC Services) is currently "pending – not issued". Island County Community Development has an incomplete application in the system for this facility.



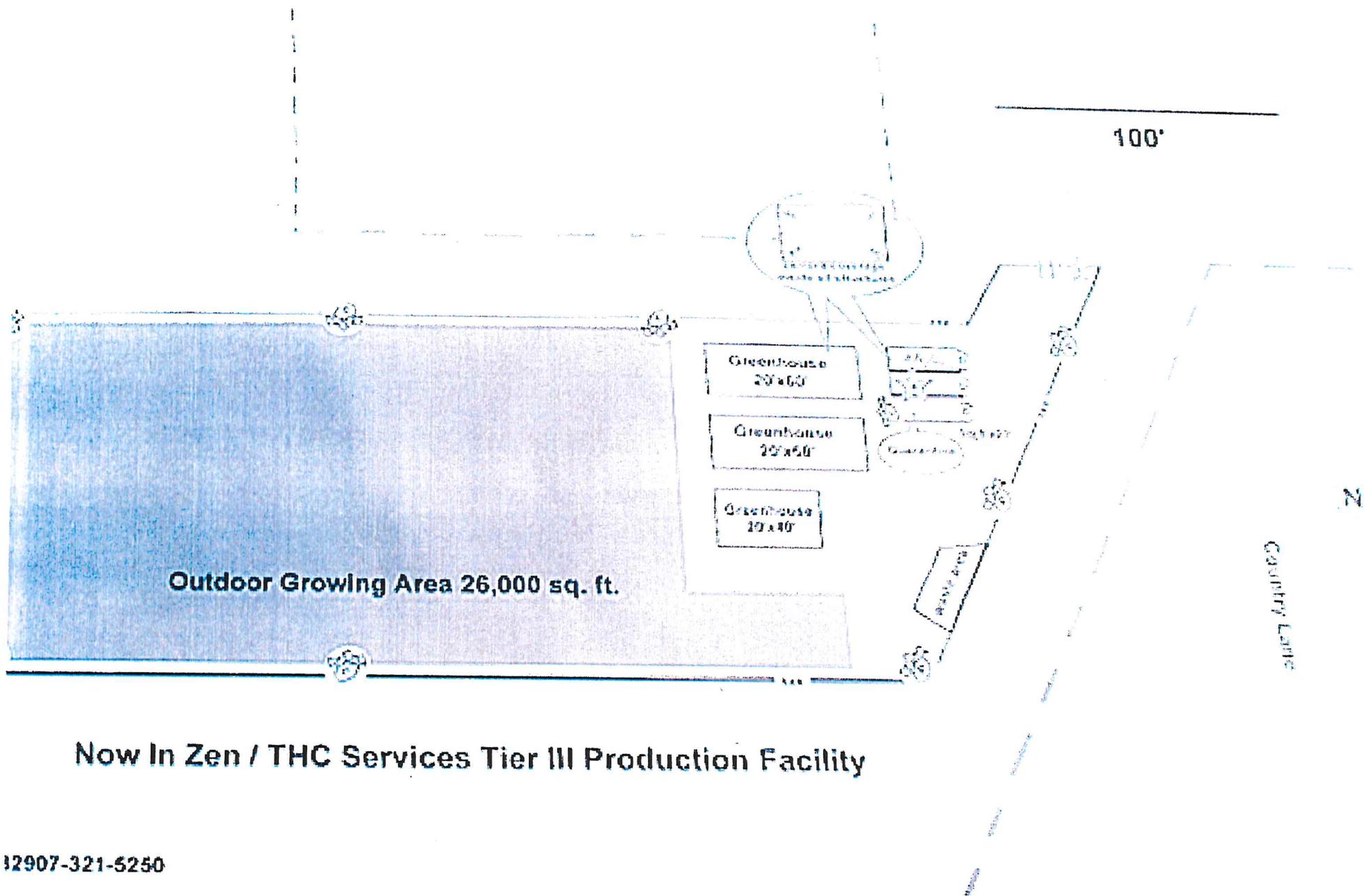
Lone Lake Farmland

-  Lone Lake Farmland Phase 1
-  Future Phases
-  APPROX ERM SITE



Property boundaries are taken from Island County GIS tax parcel maps. These boundaries are approximate and may not match on the ground fences or actual survey markers.





Now In Zen / THC Services Tier III Production Facility

12907-321-5250

CONSERVATION FUTURES							
2015 AWARDS							
	GRANTEE	ORIGINAL AWARD	ADJUSTMENTS	FINAL AWARD	EXPENDED	BALANCE	COMMENTS
2015							
Faakema Farm	WCLT	1,000,000	0	1,000,000	0	1,000,000	
Lone Lake	WCLT	165,000	0	165,000	0	165,000	
Dillon	IC PW	85,000	0	85,000	80,533	4,467	acquired Dec 22 2015
Iverson M&O (2016+2017)	WSU	37,886	0	37,886	0	37,886	
TOTAL - 2015		1,287,886	0	1,287,886	80,533	1,207,353	

ISLAND COUNTY GENERAL SERVICES ADMINISTRATION

P.O. Box 5000

Coupeville, WA 98239-5000



Phone: (360) 679-7378 FAX: 360 240-5551

DATE: MARCH 17, 2016
TO: ELAINE MARLOW, DIRECTOR
FROM: DON MASON, PROGRAM COORDINATOR
RE: UPDATE ON 2016 CFF APPLICATIONS

The deadline to submit applications for an award of the 2016 Conservation Futures Funds (CFF) was February 29th, 2016. 5 applications were submitted for M&O projects. They are:

1. Camano Ridge Preserve (property formerly acquired as the Dillon Property), Camano Island. The Island County Parks Department has requested \$50,000 to:
 - a. create a parking lot,
 - b. install signage, fencing, and kiosks,
 - c. remove invasive plants, and
 - d. plant native plants.
2. Double Bluff Park, Freeland. The Island County Parks Department has requested \$25,000 to:
 - a. do a site plan for new parking and the off leash dog area,
 - b. install new fencing, and
 - c. improve drainage.
3. Four Springs Lake Preserve, Camano Island. The Island County Parks Department has requested \$10,000 for tree removal and trimming.
4. Swan Lake (also known as West Beach Lake), Oak Harbor. The Island County Noxious Weed Control Board has requested 2 years funding of \$25,414 for noxious weed survey, mapping, and control work.
5. Trillium Community Forest, Greenbank. The Whidbey Camano Land Trust has requested \$14,500 for invasive plant removal and signage.

These projects request \$124,914 combined. State law allows for M&O projects to be funded to no more than 15% of the CFF levy collected for 2016. That levy is estimated to collect \$686,000 in 2016. The 15% limit would therefore be \$102,900.

CONSERVATION FUTURES

6 YR CASH PROJECTIONS

INCLUDES 2015 AWARDS

Updated 03-21-2016

	2015	2016	2017	2018	2019	2020	2021	2022
Cash at Jan 1	\$1,208,938	\$813,097	-\$1,069	\$787,439	\$1,501,139	\$2,221,639	\$2,948,839	\$3,682,739
Revenue								
Property Tax Collect	679,599	686,000	693,000	700,000	707,000	714,000	721,000	728,000
<i>(Estimate increase 1.0% 2017-19)</i>								
Delinquent & other taxes	21,526	22,000	22,000	22,000	22,000	22,000	22,000	22,000
Port of Coupeville Greenbank Payments	105,257	95,324	99,945					
Total Revenue	\$806,382	\$803,324	\$814,945	\$722,000	\$729,000	\$736,000	\$743,000	\$750,000
Encumbrances <i>(known expenses)</i>								
Administration	7,623	7,900	8,100	8,300	8,500	8,800	9,100	9,400
Bond Debt (Greenbank) PAID IN FULL	623,725							
2012 WCLT Crocket Lake	80,000	190,000						
<i>Award Amt = \$270,000; IC CFF grant contract</i>								
2014 WSU Weed Control Iverson	7,769	3,461						
<i>Complete</i>								
2014 WCLT Trillium		21,000						
<i>Complete</i>								
2014 WCLT Vander Voet/Monroe Landing	400,000	210,000						
<i>Award Amt = \$610,000; IC CFF grant contract</i>								
2015 WCLT Dillon	80,533	580						
<i>Complete</i>								
2015 WCLT Lone Lake Phase 1		165,000						
<i>Award Amt = \$165,000; at this time <u>no</u> IC CFF grant contract</i>								
2015 WCLT Fakkema Farm		1,000,000						
<i>Award Amt = \$1,000,000; at this time no IC CFF grant contract</i>								
2015 WSU Weed Control Iverson		19,549	18,337					
<i>Award Amt = \$37,866; at this time <u>no</u> IC CFF grant contract</i>								
Total Encumbrances <i>(known expenses)</i>	\$1,199,650	\$1,617,490	\$26,437	\$8,300	\$8,500	\$8,800	\$9,100	\$9,400
TOTAL SOURCES OF CASH	\$2,015,320	\$1,616,421	\$813,876	\$1,509,439	\$2,230,139	\$2,957,639	\$3,691,839	\$4,432,739
TOTAL USES OF CASH	\$1,199,650	\$1,617,490	\$26,437	\$8,300	\$8,500	\$8,800	\$9,100	\$9,400
NET CHANGE IN CASH	\$815,670	-\$1,069	\$787,439	\$1,501,139	\$2,221,639	\$2,948,839	\$3,682,739	\$4,423,339
Estimated Available for Future Project(s)	\$815,670	-\$1,069	\$787,439	\$1,501,139	\$2,221,639	\$2,948,839	\$3,682,739	\$4,423,339

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: ELAINE MARLOW, BUDGET

SUBJ: BUDGET CALENDAR FOR 2017 BUDGET PROCESS

DATE: APRIL 6, 2016

Attached are 2 different proposed budget calendars for adopting the 2017 budget. State law prescribes 2 specific dates for holding public hearings on adoption of the annual budget – first Monday in October or in the alternative first Monday in December. One calendar shows the timeline for an October hearing and the other for a December hearing.

Date	Hearing	Timeframe
October 3	<ul style="list-style-type: none">Hearing held before election day and holiday season.	<ul style="list-style-type: none">4 weeks to meet with departments and finalize Preliminary Budget.Provides 3 months before Jan. 1 if major program changes occur.
December 5	<ul style="list-style-type: none">Hearing held after election day and closer to holiday season.	<ul style="list-style-type: none">9 weeks to meet with departments and finalize Preliminary BudgetProvides 1 month before Jan. if major program changes occur.

This fall scheduling sufficient time to meet with all 21 departments in late August and deliberate early September will be challenging due to commitments already on your calendars. Therefore, it is recommended that the BOCC approve the December hearing date.

**ISLAND COUNTY
CALENDAR for ANNUAL BUDGET PROCESS**

****DRAFT – OCTOBER ADOPTION ****

May/June (actual dates to be determined)	Board of Commissioners meets with Elected Officials and Department Heads to discuss countywide priorities for funding for the upcoming year and considers countywide budgetary goals for upcoming year.
Week of June 13	Budget Director meets with Elected Officials and Department Heads to distribute budget packets and discuss budget preparation.
Mid-June	Budget Director reviews prior year results, current year and financial forecast, including 2017 budget assumptions with Board of Commissioners.
July 15	Elected Officials and Department Heads submit to the Budget Director the budget estimate requests and forms.
Mid-July	Budget Director reviews YTD financial results and any updates to 2017 budget assumptions with Board of Commissioners.
Week of August 15	Budget Director submits proposed county budget to the Board of Commissioners, based upon the Board's goals and priorities.
Last 2 weeks August –First 2 weeks September	Individual budget workshops with Elected Officials and Department Heads to discuss each department's proposed budget and any requests for supplemental funding. Board of Commissioners reviews the proposed budget and incorporates necessary modifications into the Preliminary Budget.
No later than September 20	Board of Commissioners finalizes preliminary Budget. Schedule Public Hearings to adopt Budget resolution and Property Tax Levy ordinances.
October 3	Public hearing on the preliminary Budget resolution and Property Tax Levy ordinances.
Mid-October	Budget Director reviews YTD financial results with Board of County Commissioners.
On or before December 31	Board of Commissioners adopts the final Budget resolution and Property Tax Levy ordinances following public hearings.

ISLAND COUNTY
CALENDAR for ANNUAL BUDGET PROCESS

**** DRAFT – DECEMBER ADOPTION****

May/June (actual dates to be determined)	Board of Commissioners meets with Elected Officials and Department Heads to discuss countywide priorities for funding for the upcoming year and considers countywide budgetary goals for upcoming year.
Mid-June	Budget Director reviews prior year results, current year and financial forecast, including 2017 budget assumptions with Board of Commissioners.
Week of July 11	Budget Director meets with Elected Officials and Department Heads to distribute budget packets and discuss budget preparation.
Mid-July	Budget Director reviews YTD financial results and any updates to 2017 budget assumptions with Board of Commissioners.
August 5	Elected Officials and Department Heads submit to the Budget Director the budget estimate requests and forms.
Week of September 5	Budget Director submits proposed county budget to the Board of Commissioners, based upon the Board's goals and priorities.
September - October	Individual budget workshops with Elected Officials and Department Heads to discuss each department's proposed budget and any requests for supplemental funding. Board of Commissioners reviews the proposed budget and incorporates necessary modifications into the Preliminary Budget.
Mid-October	Budget Director reviews YTD financial results with Board of County Commissioners.
No later than November 15	Board of Commissioners finalizes preliminary Budget. Schedule Public Hearings to adopt Budget resolution and Property Tax Levy ordinances.
December 5	Public hearings on the preliminary Budget and Property Tax Levy ordinances.
On or before December 31	Board of Commissioners adopts the final Budget resolution and Property Tax Levy ordinances following public hearings.

CALENDAR FOR 2017 BUDGET PROCESS

OCTOBER PUBLIC HEARING

		MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
May/June	Meet with Elected Officials and Department Heads to discuss and consider countywide priorities for funding.								
June 13	Distribute budget packets and discuss budget preparation.								
Mid June	Review prior year results, current year and financial forecast, including 2017 budget assumptions								
July 15	Elected Officials and Department Heads submit budget estimates & requests								
Mid July	Review YTD financial results and any updates to 2017 budget assumptions								
Aug. 15	Budget Director submits proposed county budget to the Board of Commissioners, based upon the Board's goals and priorities.								
Aug. 22 - Sept. 9	Budget workshops with Elected Officials and Department Heads								
Sept. 12-16	Continued review and incorporate necessary modifications into the Preliminary Budget.								
Sept. 16	Finalize Preliminary Budget								
Sept. 20	Schedule Public Hearings to adopt Budget resolution and Property Tax Levy ordinances.								
Oct. 3	Public hearings on the preliminary Budget and Property Tax Levy ordinances.								

DECEMBER PUBLIC HEARING

		MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
May/June	Meet with Elected Officials and Department Heads to discuss and consider countywide priorities for funding.								
Mid June	Review prior year results, current year and financial forecast, including 2017 budget assumptions								
July 11	Distribute budget packets and discuss budget preparation.								
Mid July	Review YTD financial results and any updates to 2017 budget assumptions								
Aug. 5	Elected Officials and Department Heads submit budget estimates & requests								
Sept. 5	Budget Director submits proposed county budget to the Board of Commissioners, based upon the Board's goals and priorities.								
Sept. 12-Oct. 31	Budget workshops with Elected Officials and Department Heads								
Nov. 1-11	Continued review and incorporate necessary modifications into the Preliminary Budget.								
Nov. 11	Finalize Preliminary Budget								
Nov. 15	Schedule Public Hearings to adopt Budget resolution and Property Tax Levy ordinances.								
Dec. 5	Public hearings on the preliminary Budget and Property Tax Levy ordinances.								

Commissioners Office
Work Session
April 6, 2016

Subject/Description: Consider appointments to the Conservation Futures Program
Citizens Advisory Board (CAB)

Attachment: yes

Action Requested:

Follow up:

Subject/Description: Fairground lease

Attachments:

Action Requested:

Follow up:



CONSERVATION FUTURES PROGRAM CITIZENS' ADVISORY BOARD (CAB)

Established pursuant to Resolution C-76-15, adopted July 28th, 2015. The CAB is composed of nine (9) voting members that represent conservation and community planning expertise and technical knowledge. Two (2) members representing each commissioner district and three (3) members representing the county at large. Terms are **three years** with no member serving more than three terms consecutively. Initial appointments shall be staggered so that one-third of the member's appointments expires each year.

POSITION	MEMBER	REPRESENTING	APPT. DATE	TERM EXPIRES
		Commissioner District #1		
1.			1/1/16	12/31/18
2.			1/1/16	12/31/17
		Commissioner District #2		
3.			1/1/16	12/31/18
4.			1/1/16	12/31/17
		Commissioner District #3		
5.			1/1/16	12/31/18
6.			1/1/16	12/31/17
		At Large		
7.			1/1/16	12/31/18
8.			1/1/16	12/31/17
9.			1/1/16	12/31/18

The Board received seven applications:

District 1

Dave Parent
Todd Peterson
Linda Kast Meehan
Susan Bennett
Ed Severinghaus
Barbara Bennett

District 2

Dick Toft