

ISLAND COUNTY COMMISSIONERS - MINUTES OF MEETING

REGULAR SESSION - MAY 24, 1999

The Regular Meeting of the Board of Island County Commissioners was held on May 24, 1999, beginning at 11:30 a.m. for the monthly Roundtable with Elected Officials, following with other meeting items as listed on the Agenda beginning at 1:30 p.m. The meeting was held in the Island County Courthouse Annex, Hearing Room, Coupeville, Wa., with Mike Shelton, Chairman; Wm. L. McDowell, member; and William F. Thorn present.

Roundtable Meeting with Island County Elected Officials

Commissioners: Mike Shelton; Wm. L. McDowell; William F. Thorn

Elected Officials: Tom Baenen; Greg Banks; Marilee Black; Mike Hawley; Suzanne Sinclair

Others: Margaret Rosenkranz

Budgeting Issues

Ms. Black confirmed criminal justice departments want to continue to participate in sub-grouping. Assessor, Auditor, Treasurer are really separate functions and those Elected Officials were not sure how effective that would be. Mr. Baenen was totally open to working with any group but made the point there must be something that can be accomplished. Ms. Sinclair pointed out too that the Auditor, Assessor and Treasurer were only related in the tax dollar cycle. In terms of prioritization, she could see looking at sources of revenue and trying to maximize efficiencies of collections or assessments.

Chairman Shelton committed to doing a better job of communicating with Elected Officials to provide them with an understanding and reasoning for budget decisions the Board make. The Board is currently reviewing a budget request from District Court; the Districting Court Committee will be meeting soon. Another budget issue the Board is struggling with relates to the account set aside to pay 50% leave payout in order to refill positions and not wait until leave has been used. With a number of key employees leaving County employment this year, the account balance at this time is only \$10,000.

Both the Sheriff and Mr. Banks were aware of the heavy case load District Court carries, including increases due to BECCA, DUI's, domestic violence, arrest warrants [outstanding warrants]. Another issue mentioned by Mr. Banks was that while Oak Harbor pays for 24% of District Court costs representing time spent for municipal court, according to the number of trial days 24% is low. The District Court Judge can hire up to 3 court commissioners. However, the person going to court can demand a judge rather than a commissioner. Oak Harbor has adopted a municipal code that mirrors the State Criminal Code for Misdemeanors.

The Chairman acknowledged that BECCA had some good possibilities for preventative juvenile types of things, but he felt strongly that the State could not continue to pass such legislation and then not provide the funding at the local level.

Chairman Shelton asked for support from the Elected Officials with regard to the last Legislative Session, Rural Economic Bills (HB 2260, SB 5594). Using the number of people per square mile is an arbitrary basis to determine Rural Counties. Looking at the list of "urban" counties, Island County clearly does not fit with the other counties listed (i.e. King, Pierce, Snohomish, Spokane, Kitsap, Clark and Thurston). Those counties are urban and have a large non-residential tax base allowing them to finance local government in an equitable way. As a member of the Washington State Association of Counties Steering Committee he will be proposing to define Rural Counties on the basis of: (1) Urban would be a density greater than 100 people per square mile; or (2) a county would fall out of urban county definition with a population of less than 150,000. As far as the importance of this funding to Island county, he anticipated funds from this single source, earmarked for infrastructure development, would be enough to retire the debt incurred to create the new facility without having to use REET funding.

Report from Technology Group and Computer Issues

There has been no meeting since last Roundtable; Technology Committee meeting scheduled tomorrow. Agree to continue computer roundtable once a month. The spur group has been able to pull together a series of short term problems, solve them and move on. Ms. Sinclair would like to see some brainstorming among the Elected Officials as far as what management information system needs are in Island County, then do technology planning and research. Mr. Baenen agreed noting too this needed to be visionary – what *could* it be like; if takes 5 years financially, consider doing it in 1 year increments.

Imaging/Scanning.

Taking some time for people to get in their needs assessment. According to Central Services there are all kinds of ways to address confidentiality issue. There is enough interest within many departments so that the matter will be pursued until a package is presented to the Board. Ms. Sinclair noted some potential alternate sources of financing from various agencies which she would pursue, for example, from State Treasurer to upgrade the accounting system.

Video Conferencing

Chairman Shelton recalled there had been much conversation revolving around video conferencing some time back and was not sure where the matter stood. Video conferencing for the Court and for folks on Camano Island would be ideal. Sheriff Hawley remembered a figure estimated at \$25,000 to \$30,000 for the video conferencing but for whatever reason did not get approved, and he "re-volunteered" to reopen that proposal, get the information going and report back.

Roundtable adjourned 12:30 p.m. Next Roundtable 6/28/99 @ 11:30 a.m.

Follow-on Topics: Computer Issues

Video Conferencing Update

Imaging/Scanning Update

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board: **Voucher (War.)**
50767-51116..... \$ 261,795.62.

Approve Minutes of Previous Meetings

By unanimous motion, the Board approved minutes from the meetings of May 10 and 17, 1999.

Staff Session SCHEDULE for June

The Board approved for distribution the June Staff Session Schedule, June 2 and 23, beginning at 9:00 a.m. Staff Sessions are normally held the 1st and 3rd Wednesdays of each month, but the 3rd Wednesday staff session for June has been canceled and a special staff session scheduled for the 4th Wednesday, June 23rd.

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS

#RM-JUV-99-0036 BETWEEN STATE DSHS AND ISLAND COUNTY \$20,038

#RM-JUV-99-0043 BETWEEN STATE DSHS AND ISLAND COUNTY \$18,670

Elizabeth McKay, Administrator, Juvenile Court Services, presented for the Board's approval and signature, two grant contracts under the Juvenile Accountability Incentive Block Grant program, both signed by Superior Court Judge Alan

Hancock. The grants have the same statement of work but different budget amounts. One grant comes as a result of a competitive process and the other from funds allocated to Island County. Both grants require a match from County funds, but Ms. McKay indicated that could come from the Juvenile Court Services 1999 budget by providing a supervisor. Island County's proposal is to combine the grants and create one project, the development of a Community Service Work Site Project which would include new community service work sites, a work site director, and involve other agencies which use community service work sites, such as District Court Probation and the schools. A work site is a place where juveniles can go to do community service work ordered and has to be a non-profit organization, the work they do intended to pay back the community.

By unanimous motion, the Board approved #RM-JUV-99-0036 between the State DSHS and Island County in the amount of \$20,038, and #RM-JUV-99-0043 between the State DSHS and Island County in the amount of \$18,670.

RESOLUTION NUMBER C-59-99 ESTABLISHING MARINE RESOURCES COMMITTEE

Don Meehan, County Extension WSU Agent, and Tom Cowan, representing Northwest Straits mission, were present for the Board's consideration to adopt a resolution establishing a Marine Resources Committee (MRC), to assess and address local marine issues, recommend remedial and pro-active actions to local authorities, plan and implement projects and program, build local awareness of the issues and support remedies consistent with the benchmarks for performance established in the Murray/Metcalf Northwest Straits Citizens Advisory Commission Report to the Convenors dated August 20, 1998. The Murray/Metcalf Report is proposed as Exhibit A to Island County's resolution.

Mr. Cowan addressed the status at this point. The Northwest Straits Commission started working with the seven counties in the direct geographic area: Whatcom, San Juan, Island, Skagit, Snohomish, Jefferson, Clallam. San Juan County was the model, having adopted a resolution establishing a MRC early on; Skagit County adopted a resolution earlier this month; Whatcom County passed a similar resolution last week; Clallam County has been holding public hearings for the last several weeks and expectation is that county will be joining as early as next week. Jefferson County Commissioners this morning were looking at a resolution, refined same and now have the final language; Snohomish County is moving along also. Once the resolution is passed at the local level the Commission start-up funding in the form of a \$10,000 grant will be available. The goal is to take on projects to protect the marine resources. The "Kitchen Commission" met last Friday about the process to use, deciding on an early action grant funding cycle with one cut-off being July 1st and another November 1st.

Desire of the NWSC is to make sure there is a good transition from one group to another and will try to have some overlap of the "Kitchen Commission" who would serve in an advisory capacity at least for a period of time. Criteria that was being established last week is that there would be a minimum of \$5,000 to a maximum of \$25,000 grant request, and there is some approximately \$100,000 that would be available for early action in 1999. The Federal fiscal year ends September 30th but the money could be carried over. There was a total appropriation of \$350,000, of which \$70,000 was set aside for start-up grants; other monies are set aside for training purposes, and \$40,000 for technical assistance. Part of the criteria is that the MRC has to have been established, and the project MRC endorsed, and the money would go to the County for administration. San Juan County is the only county that has an up and running MRC and in all likelihood the only County with the ability to meet the 1 July first-round cut-off. The Kitchen Commission does not have authority in and of itself; the authority would come down to the Director of the Padilla Bay National Estuarine Research Reserve, Terry Stevens, who is relying on the Kitchen Commission to provide direction.

Chairman Shelton observed that the Beach Watchers in Island County were a significant part of the County's marine resources for longer than San Juan County has had a MRC. To develop a project for Island County based on a Beach Watchers project would not be far-fetched, other than not being able to meet the MRC okay on the project.

Commissioner Thorn suggested the Board consider appointing the Beach Watchers as an interim MRC to serve until Island County can get a permanent MRC in place. He envisioned that the interim group would be sunset fairly soon so there was an incentive to establish a permanent MRC. The Beach Watchers can play an extremely useful role.

The Board, by unanimous motion, adopted Resolution #C-59-99 in the matter of establishing an Island County Marine Resources Committee, with attached "Exhibit A" to the Resolution being the Murray-Metcalf Northwest Straits

Citizens Advisory Commission Report to the Convenors dated August 20, 1998.

Resolution No. C-59-99

RESOLUTION ESTABLISHING AN

ISLAND COUNTY MARINE RESOURCES COMMITTEE

Whereas, the Island County Board of County Commissioners recognizes that the marine waters of Island County represent an unparalleled resource of enormous environmental and economic value to the people of the region for this and future generations; and

Whereas, despite the considerable research and regulatory efforts in the NW Straits, previous efforts have failed to protect natural habitats and fish and wildlife populations adequately; and

Whereas, the Northwest Straits Commission was established on October 1, 1998 to provide an ecosystem focus on the marine resources of the Northwest Straits, help mobilize science to focus on key priorities and to guide and provide resources to NW Straits county Marine Resources Committees; and

Whereas, the Northwest Straits Commission has determined that county based Marine Resources Committees can provide the foundation of scientifically sound, locally supported marine conservation measures; and

Whereas, active county participation in a regionally coordinated program is the best available tool to ensure counties in the Northwest Straits area are constructively engaged in effective marine conservation areas; and

Whereas, the Northwest Straits Commission and/or participating entities may provide financial assistance and technical expertise to participating local governments to use for planning, revision of city and county ordinances, if necessary, and scientific study; and

Whereas, military activities in the area are important to the regional economy and national security; efforts to protect to restore and protect the area's marine resources should not compromise defense operations; defense operations should strive to restore and protect the area's marine resources; and

Whereas, the Island County Board of Commissioners desires to establish a Marine Resources Committee to protect the local marine environment and contribute to the protection of the marine environment of the Northwest Straits through education, research and voluntary action, now

Therefore be it resolved, that the Island County Board of Commissioners does hereby establish a Marine Resources Committee that is guided by sound science and the needs of the Northwest Straits ecosystem that will address local marine issues, recommend remedial actions to local authorities and build awareness of the issues and support for the remedies consistent with the goals and task in "Exhibit A" and the needs of the marine waters of Island County.

Adopted this 24th day of May, 1999.

**BOARD OF ISLAND COUNTY
COMMISSIONERS**

ISLAND COUNTY, WASHINGTON

Mike Shelton, Chairman

Wm. L. McDowell, Member

William F. Thorn, Member

ATTEST: *Margaret Rosenkranz*, Clerk of the Board

BICC 99-299

Exhibit "A"

Murray-Metcalf Northwest Straits Citizens Advisory Commission - Report to the Convenors, published August 20, 1998.

LEASE AGREEMENT: CAMANO FAMILY RESOURCE CENTER

Lee McFarland, GSA Assistant Director/Property Management Division, presented for approval Lease Agreements for the Camano Family Resource Center between Island County and three user agencies, all approved and signed off by the Deputy Prosecuting Attorney and Risk Manager: The Recovery Center; Island County Health Department; Affiliated Health Services. A fourth lease agreement with Community Mental Health will be ready soon and presented at a later date.

By unanimous motion the Board approved Lease Agreements for the Camano Family Resource Center between Island County and The Recovery Center, #RM-GSA-99029; Island County Health Department #RM-GSA-00-0032; and Affiliated Health Services #RM-GSA-99031.

CONTRACT #RM-CENT-99-0040 State of Washington Interlocal Cooperative Agreement ICA-98203 between the Office of

the Administrator for the Courts and Island County

The Board during Regular Staff Session on May 19, 1999 approved the Chairman's signature on Contract #RM-CENT-99-0040 State of Washington Interlocal Cooperative Agreement ICA-98203, at this time by unanimous motion authorized that approval and signature.

THIRD AND FOURTH AMENDMENTS TO INTERLOCAL AGREEMENT

BETWEEN ISLAND COUNTY AND I-COM

Third and Fourth Amendments to the Interlocal Agreement between Island County and I-COM [Island County Emergency Services Communications Center) were reviewed and approved, approved as to form by the Deputy Prosecuting Attorney and Risk Manager, based on State Military Contract EM997062, Amendment C approved 12/28/98 and Amendment D approved 4/5/99. Total funds to be reimbursed to I-COM under the agreement not to exceed \$1,890,693, to be used solely for expenses necessary to implement Enhanced 9-1-1 county-wide, extending agreement to June 30, 1999.

By unanimous motion, the Board approved and signed the Third and Fourth Amendments to the Interlocal Agreement with I-COM, #RM-BOCC-990010.

Amended Application-Liquor License # 072309-4I, Freeland Lanes

Having received recommendations of approval from the Sheriff and Health Department, the Board by unanimous motion, approved Request for Amended Liquor License #072309 by Diane L. and Lester R. Dodge d/b/a Freeland Lanes, adding license privileges for snack bar.

HEARING SCHEDULED: Ordinance #C-60-99 (R-27-99) speed limit revisions - MISCELLANEOUS CAMANO ISLAND County Roads

Larry Kwarsick, Public Works Director, presented for purposes of scheduling a public hearing, Ordinance # C-60-99 (R-27-99), speed limit revisions on miscellaneous County Roads on Camano Island. By unanimous motion, the Board scheduled a Special Session on **June 22nd** to conduct a public hearing at **3:30 p.m.** on Camano Island at a location to be determined. [Note: location confirmed – Terry’s Corner Fire Station]

Ordinance (R-30-99) Alternate 1; Alternate 2 (R-31-99) speed limit revisions-portions of Arrowhead ROAD & East Camano Drive

As far as proposed alternates for the Board to consider also setting for public hearing on Camano Island, Chairman Shelton could understand a new proposal for Arrowhead Road in light of a new school being built in the area, but knew that the East Camano Drive proposal was the same stretch of road the Board held hearings on a year ago and questioned why the proposal was coming again so soon. The speed limit at that time was not changed, based upon the public attending the hearing. He recalled that the then District #3 Commissioner had supported speed limit reduction, but the Board did not reduce the speed limit based upon the input from the public at the hearing.

In some research of the record and in talking to Joe Araucto, Traffic Engineer, Commissioner McDowell confirmed that the proposal now was for the same section of East Camano Drive, the section brought forward by then Commissioner District #3. The Board held a public hearing in April, 1998, and based on verbal testimony at the hearing as well as written comments and a petition submitted with approximately 130 signatures, turned down the request for speed limit reduction. He questioned holding a hearing again proposing the same speed limit reduction a year later.

Commissioner Thorn advised there had been substantial input received from the community about being uncomfortable with how the speed limit exists today as a result of the decision of the Board made last year. He expected a substantial petition in favor of speed limit reduction was forthcoming from residents who felt they did not get represented at the previous hearing.

Mr. Araucto confirmed staff recommendation then and now, was 40 mph recommendation, based on a speed study that was done. In October of 1997 a speed study was done on the existing 35 mph portion of the road verifying the 85th percentile was between 40 and 46 mph. The section now under discussion showed the 85th percentile was 50 or 55 mph. Based on engineering findings and practice in the field, speed limits are set by the 85th percentile speed, which suggests that 85% of the people drive at speed limit or below, a comfortable speed. Pace speed is also reviewed. Pace speed is a 10 mile band of speed limit most people drive, and in this particular segment, the band is between 45 and 55 mph. There has been no recent accidents reported, but between 1993 and 1996 there were about 4 accidents.

Commissioner Thorn’s point was not the drivers, the road can be driven comfortably at 50 to 55 mph, but occupants of the houses along the road are uncomfortable trying to get in and out their driveways along a road with a 50 mph speed limit on the narrow two-lane road with no shoulders. Kids live along that section of road as well and several parents have come in expressing their concerns.

Mr. Araucto reported that the 35 mph speed starts back up on East Camano; the piece in contention is from Windermere south, roughly 1-1/4 miles; the portion that is 50 mph now is about a little more than a mile and there is also a portion of Elger Bay Road that is currently 35 mph.

The Commissioners generally seemed in agreement to consider lowering the speed limit to 40 mph of the road that is currently 50, and increase the limit to 40 mph on that portion currently 35, resulting in a 40 mph for the entire stretch [make the limit consistent at 40 mph the whole stretch beginning prior to the fork in the road at Windermere, extending 40 mph all the way through to the end, and south on Elger Bay].

Before that occurred, however, Commissioner McDowell asked that at the Staff Session scheduled for June 2nd, staff prepare and display a map showing the current speed limits in an effort to provide the Board with a better understanding, looking at the whole stretch and not just one section, with the engineering recommendation provided.

No action was taken on the proposed ordinances at this time, the matter to be considered during the June 2 Staff Session.

Resolution #C-61-99 (R-29-99) – Approve specs & authorize call for bids for Brighton Beach Road repair, CRP 98-03

Based on description and summary by Mr. Kwarsick, the Board by unanimous motion approved Resolution #C-61-99 (R-29-99) approving specifications and authorizing call for bids for Brighton Beach Road repair under CRP 98-03, Work Order #220, with bid opening date scheduled for **June 16, 1999 at 11:30 a.m.**, Hearing Room #2, Courthouse Annex, Coupeville.

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

IN THE MATTER OF APPROVING PLANS &)

SPECIFICATIONS AND AUTHORIZING CALL) RESOLUTION NO. C-61-99

FOR BIDS FOR BRIGHTON BEACH ROAD) R-29-99

REPAIR, CRP 98-03)

WHEREAS, sufficient funds are available in the Island County Road Fund

for the Brighton Beach Road Repair, CRP 98-03; NOW, THEREFORE,

BE IT HEREBY RESOLVED that the Plans and Specifications are approved and the County Engineer is authorized and directed to call for bids for furnishing said construction. Bid Opening is to be the 16th day of June, 1999, at 1:30 A.M., Commissioners Hearing Room 2, Courthouse Annex, 1 NE 6th Street, Coupeville.

ADOPTED this 24th day of May, 1999.

BOARD OF COUNTY COMMISSIONERS

ISLAND COUNTY, WASHINGTON

Mike Shelton, Chairman

Wm. L. McDowell, Member

William F. Thorn, Member

ATTEST:

Margaret Rosenkranz, Clerk of the Board

BICC 99-307

PUBLIC HEARING SCHEDULED: RESOLUTION #C-62-99 2000-2005 Capital Improvement Program & Transportation Improvement Program

As requested by the Public Works Director, the Board on unanimous motion scheduled a Public Hearing for the purpose of considering Resolution #C-62-99, the 2000-2005 Capital Improvement

Program and Transportation Improvement Program, for **10:30 a.m., on June 21, 1999**, in Commissioners Hearing

Room, Courthouse Annex, Coupeville.

Supplemental Agreement No. 2 (#PW-962043) – Harding Lawson & Associates - Phase 2 East Camano Drive Improvements, CRP 96-05

By unanimous motion, as presented and recommended by the Public Works Director, the Board approved Supplemental Agreement No. 2 (#PW-962043) with Harding Lawson & Associates, for Phase 2 East Camano Drive Improvements, under CRP 96-05.

Purchase & Lease Agreement for Restroom Facilities

Jill Wood, Public Works Engineer, presented for Board action, Purchase Order #02759 and Lease Agreement for restroom facilities for modular office spaces associated with the Coupeville Courthouse Improvement project. The 24-month Lease Agreement has been reviewed and approved by the Deputy Prosecuting Attorney and Risk Manager. The purchase order reviewed with the Board during last Wednesday's staff session, based on low bid at \$425 per month plus \$2460 delivery, installation and removal, for a total, including tax, of \$14,968.80 [next lowest bids were \$715/month; \$1,000/month.

By unanimous motion the Board approved Purchase Order #02759 and Lease Agreement with GE Capital Modular Space for leasing restroom facilities.

MEMBERS APPOINTED TO Water Resource

Advisory Committee

In accordance with Resolution #C-50-99, the Board by unanimous motion, named the following individuals to serve as members on the Water Resource Advisory Committee (WRAC):

Camano Island North Whidbey South/Central Whidbey

Dennis Kelly Tony Turpin Don Lee

Barbara Brock Jim Trask Sego Jackson

Bob Friedman Greg Cane Frank Mead

PROJECT FINAL ACCEPTANCE: SOUTH WHIDBEY FAMILY RESOURCE

CENTER CONSTRUCTION PWP-1-98, WORK ORDER #202

Gary Hess, Public Works Engineer, presented a Memorandum for the Board's signature to Dwight Edwards, Community Trade and Economic Development, to certify the completion of the contract and recommending release of the retained funds held in escrow. The project received final acceptance on March 23, 1999. As of May 10, 199, the County received the Certificate of payment of State Excise Taxes by Public Works Contractor releasing the State's lien on the retained percentage held in an escrow account for the contract. With that, the Contractor has furnished all required documentation necessary to certify the Contract as complete in accordance with Contract Section 01700-1.06 Final Acceptance.

The Board, by unanimous motion, certified the completion of the contract and recommendation to release retained funds held in escrow, and authorized the Chairman's signature on the Memorandum to Dwight Edwards, C-TED dated 5/21/99.

Commissioner Thorn pointed out his belief that this was a detailed procedure the Board need not be involved in; Public Works staff are on the job and know when a project is completed and can assess job completion.

Commissioner McDowell recalled that question had been raised at Staff Session. In reviewing that with the Deputy

Prosecuting Attorney, he was advised that the Board did have that responsibility unless the Board delegated that responsibility. The Board had not done so in this case. Commissioner Thorn thought that should be done and formalized.

For today, Mr. Kwarsick explained that rather than taking time now to go through policies and procedures, this item had been brought before the Board for action. He will, however, come forward with proposed action for the Board to delegate that authority.

INTERAGENCY WORK ORDER AMENDMENT BETWEEN DEPARTMENT OF ALCOHOL AND SUBSTANCE ABUSE AND ISLAND COUNTY, #6420(4)

The Board approved, by unanimous motion, Interagency Work Order Amendment #6420(4) with the Department of Alcohol and Substance Abuse, adjusting de-categorized funding to areas where it will be used more effectively.

Island County and St Joseph's Hospital, The Recovery Center, Contract Amendment, HS-08-97(3) \$22,500

The Board, on unanimous motion, approved Contract Amendment between Island County and St. Joseph's Hospital/The Recovery Center [substance abuse treatment] # HS-08-97(3), amendment adds \$22,500 to out-station, a CD Counselor at the Welfare Office in Oak Harbor and shifting some categorical dollars in order to fully utilize funding by the end of the biennium.

Hiring Requests & Personnel Actions

As presented and reviewed by Dick Toft, Human Resource Director, the Board approved three Personnel Action Authorizations as follows:

Dept. PAA # Description Effective Date

Pub. Works 059/99 Asst. Bldg. Official #411.00, Replacement 6/15/99

Pub. Works 061/99 Adm. Asst. #2213.00, Replacement 7/6/99

Health 062/99 Pub. Hea. Nurse .5 fte #2406.14, New Position 6/1/99

There being no further business to come before the Board at this time, the meeting adjourned at 3:30 p.m. The next Regular Meeting of the Board will be held on June 7, 1999, beginning at 9:30 a.m. [Monday, May 31, 1999, is a County Holiday].

**BOARD OF COUNTY
COMMISSIONERS**

ISLAND COUNTY, WASHINGTON

Mike Shelton, Chairman

Wm. L. McDowell, Member

William F. Thorn, Member

ATTEST:

Margaret Rosenkranz, Clerk of the Board