

**ISLAND COUNTY COMMISSIONERS – MINUTES OF MEETING
REGULAR SESSION - OCTOBER 27, 2003**

The Regular Meeting of the Board of Island County Commissioners began at 11:30 a.m. on October 27, 2003, in Conference Room #116, Courthouse Administration Building. Inasmuch as the usual roundtable with Island County Elected Officials at this time had been canceled, the Board therefore moved the budget workshop up to the time of 11:30 a.m. to meet with the Budget director for review/status on the preliminary 2004 budget thus far, and make some preliminary budget decisions. Topics from the Regular agenda followed at 1:30 p.m. *including* Diking Improvement District #4. Wm. L. McDowell, Chairman, William J. Byrd, Member, and Mike Shelton, Member, were present.

BUDGET WORKSHOP

The Board met with the Budget Director at 11:30 a.m. in the Island County Administration Building, Conference Room 116, 1 NE 7th Street, Coupeville, Wa., the Chairman noting that the workshop may be continued until 2:30 p.m. if necessary.

A memo dated today was received from Tim McDonald, Health Services Director, entitled *Proposed 2004 Budget Requested Reports/Clarifications* [Copy on file].

Hand-outs for today's consideration were the same as handed out by the Budget Director on October 20th:

- 2004 Workshop Budget – Current Expense Summary – Update
- 2004 Workshop Budget – Supplemental Budget Requests – Update

Status: The Current Expense Summary reflects funding all current positions approved in 2003, including Central Services Programmer, but does not include funding the CASA Coordinator full-time, and totals a \$402,086 shortfall. Supplemental budget requests for Current Expense total \$323,245. Added together, if all were approved, total a \$725,331 shortfall.

Revenues: Although revenue estimates are not as conservative as last year, the Budget Director confirmed she was comfortable with those estimates. The Board concurred and expressed no desire to make any changes to the revenue forecast.

Supplemental Requests – Current Expense. The Commissioners agreed today as a starting point to fund the following from the list of supplemental Current Expense requests:

- Replace District Court Recording System \$ 8,000
- CASA Volunteer Coordinator - 1.0 FTE \$8,430
- Overtime [40 hours total annual] Maintenance Techs \$1,250
- Tentative agreement to fund Prosecutor's request to reinstate a deputy prosecuting attorney position (\$67,000), but first want further discussion with the Prosecutor at the November 5th Staff Session.

Consensus reached with regard to request by Superior Court for position upgrade, that Superior Court is authorized to proceed through the established personnel process with Human Resources to request upgrade of position #2008.00, ultimately submitted to the Board for consideration. Depending upon on the result of that process and whether or not approval is granted by the Board, need to recognize the upgrade would result in an additional \$3,400.

Expenditures: After discussion and review, the Board agreed that the shortfall of \$402,086 in Current Expense, plus those additional supplemental requests discussed above, would come to a total of \$490,166 to be paid for out of Current Expense fund balance.

Budget Workshop continued to 2:30 p.m. today.

Regular agenda items as listed resumed when the Board reconvened at 1:30 p.m. (including Diking Improvement District #4) in the Island County Courthouse Annex, Basement Hearing Room, located at 1 N.E. 6th Street, Coupeville, Wa. All members were present. The meeting began with the Pledge of Allegiance. By unanimous motion, the Board approved the minutes from Regular Session held on October 20, 2003.

VOUCHERS AND PAYMENT OF BILLS

The Board, by unanimous motion, approved special payroll dated October 21, 2003, as well as the following vouchers/warrants: Voucher (War.) #176074-176333. \$486,122.99.

HIRING REQUESTS & PERSONNEL ACTIONS

As presented by Dick Toft, Human Resources Director, the Board by unanimous motion, approved the following personnel action authorization:

Dept.	PAA #	Description	Action	Eff. Date
Health	088/03	Proj. Asst – Drinking Wtr. Prog. Position #2421.00	New Position-18 mos. Grant-funded	10-27-03

STAFF SESSION SCHEDULE FOR NOVEMBER, 2003

The Board by unanimous motion approved for distribution the Staff Session Schedule for November, 2003, outlining sessions to be held on November 5 and November 19, beginning at 9:00 a.m.

RESOLUTION #C-102-03 SUPPORTING THE 2003 UNITED WAY DRIVE WITHIN ISLAND COUNTY

As has occurred over the past number of years at this time, the Board by unanimous motion approved Resolution #C-102-03 Supporting the 2003 United Way Drive within Island County.

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

IN THE MATTER OF SUPPORTING)
THE 2003 UNITED WAY DRIVE) RESOLUTION C-102-03
WITHIN ISLAND COUNTY)

WHEREAS, United Way of Island County is a major contributor of funds providing support to organizations serving community needs for infants, youth, adults, seniors, and those with physical and mental and sensory health problems;

WHEREAS, some of the 24 programs supported by United Way include Big Brothers/Big Sisters, Help House, CADA, Central Whidbey Youth Coalition, Toddler Learning Center, Senior Services Centers and Habitat for Humanity;

WHEREAS, many of these programs are proactive and address issues before they become County wide problems, it is in the County’s best interest to provide active support to United Way;

WHEREAS, United Way returns 87% of funds collected directly back into local programs that meet the needs and serve the citizens of Island County;

WHEREAS, all employees of Island County are encouraged to remember citizens of the County who find themselves in a time of need and who will benefit from our generosity;

WHEREAS, it is requested that each department identify an individual to be the department's 2003 coordinator who can answer questions and provide assistance in the conduct of this year's drive;

BE IT RESOLVED, that the Board of County Commissioners designates the period of November 1st to November 28th, 2003 as the Island County United Way Fund drive.

ADOPTED this 27th day of October, 2003.

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

Wm. L. McDowell, Chairman

William J. Byrd, Member

Mike Shelton, Member

ATTEST: Elaine Marlow
Clerk of the Board

HEALTH CONTRACTS APPROVED

By unanimous motion, the Board having previously discussed various contracts with the Health Services Director and/or Board of Health, approved the following contracts:

Contract #HD-15-03 Group Health Cooperative – Flu Vaccinations – Fee for Service Contract [RM-HLTH-03-0065]

Contract #C08679, Amendment 6 - Department of Health Consolidated Contract; Amendment Amount \$104,203, for total new contract amount \$845,277 [RM-HLTH-02-0094]

Contract #0269-12830, Amendment 2, DSHS/Economic Services Administration – WorkFirst Fee for Service Contract [RM-HLTH-02-0062]

Contract # HD-13-01, Amendment 3 - CDC – Building Environmental Health Services; Amendment Amount \$185,000 for total new contract of \$541,339 [RM-HLTH-01-0106]

Contract #G0400088 - Department of Ecology – Site Hazard Assessment Contract in the Amount of \$85,000 [RM-HLTH-95-0039]

Contract #0183-44504, Amendment 1 - DSHS – HIPAA Business Associate Contract; no change in dollar amount [RM-HLTH-99-0066] General Terms and Conditions

WEST BEACH ROAD PHASE 3 – QUIT CLAIM DEEDS ACCEPTED

As presented and recommended for approval by Bill Oakes, Public Works Director, the Board by unanimous motion, approved the following Quit Claim Deeds associated with West Beach Road Project, Phase 3, under Work Order 207:

Quit Claim Deed – Island County & Dale H. and Kathleen K. Zimmerman; West Beach Road; \$2,110.00; Parcel 281-4520; Sec. 24, Twp 32N, R 1W.

Quit Claim Deed – Island County & Hugh B. and Jean J. Replogle; West Beach Road; \$7,700.00; Parcel 508-3190; Sec 24, Twp 32N, R 1W.

- Quit Claim Deed – Island County & James R. and S. Naomi Puhr; West Beach Road; \$3,500.00; Parcel 275-3640; Sec 24, Twp 32N, R1W.

- **CONSTRUCTION EASEMENT–JAMES R. & S. NAOMI PUHR;
WEST BEACH ROAD PROJECT, PHASE 3**

- By unanimous motion, the Board approved Construction Easement [mutual benefits easement, no dollar amount assigned; county will construct driveway approach] #PW-0320-115 between Island County and James R. & S. Naomi Puhr, for the West Beach Road Project, Phase 3, under Work Order 207; Parcel 275-3640; Sec. 24, Twp 32N., R 1W.

- **DINES POINT OUTFALL – WORK ORDER 115**

Drainage Easement #PW-0320-92 between Island County and Stephen R. & Patricia A. Freeman, was approved by unanimous motion of the Board, as recommended by Mr. Oakes, related to the Dines Point Outfall under Work Order #115, located in the Plat of Arcadia, Block 2, Lot 1 [a mutual benefits easement; no dollar amount changing hands].

Also by unanimous motion the Board approved Extinguishment of a previous easement, Easement #PW-0320-105, between Island County and Stephen R. & Patricia A. Freeman, Dines Point Outfall, Work Order #115; Plat of Arcadia, Block 2, Lot 1.

BUDGET WORKSHOP

The Board resumed in Budget Workshop at 2:30 p.m. with the Budget Director, continued from this morning's budget session, in Island County Administration Building, Conference Room 116, 1 NE 7th Street, Coupeville, Wa.

Supplemental Budget Requests - Other Funds . The Board reached the following agreement to fund the following supplemental budget requests from other funds as follows:

Health:

- Additional \$37,314 requested from Current Expense - to be funded from Public Health Pooling fund balance
- Additional vehicle \$17,500 – to be funded from Health Auto Reserve
- Increase Jail Health Contract \$23,000 - already included in Sheriff's budget

Fair

Island County Fair bldg repairs – approved \$15,000 from REET 1

Public Works/Roads/Solid Waste

- 6 Seasonal Employees - approved \$138,800 from the Road Fund
- Engr. Tech 3.1 land-right-of-way acquisition - approved \$57,400 from the Road Fund [in the long-term no net increase of employees after 1 or 2 years]
- Increase S.W. Acct Tech to .8 FTE \$13,000 - approved from Solid Waste Fund
- Increase hours 6 Solid Waste Attendants \$53,000- approved from Solid Waste Fund
- Projects carried forward to 2004 at the request of the Public Works Director:

Freeland Outfall Project (delayed – permit from DF&W still not received) carry forward funding to 2004 from REET 2 and Road Fund

Bayview Road Shop Shed extension - delayed – carry forward to 2004

from ER&R.

As far as a request from EDC for funding from the Rural County Sales Tax for outreach recruitment program in the amount of \$31,400, no decision was reached at this time and a decision on hold until next week. In the meantime, Commissioner Shelton will meet with the EDC Director to discuss/clarify the request.

There being no further business to come before the Board at this time, the meeting adjourned at 2:55 p.m. The next regular meeting of the Board will be held on November 3, 2003, beginning at 9:30 a.m.

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

Wm. L. McDowell, Chairman

William J. Byrd, Member

Mike Shelton, Member

ATTEST:

Elaine Marlow, Clerk of the Board