

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
MARCH 24, 2008– REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on March 24, 2008 for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, Annex Building, 1 NE 6<sup>th</sup> Street, Coupeville, Washington. Other topics for the Regular Session as shown on the agenda followed at 2:06 p.m. John Dean, Chairman, Phillip Bakke, Member, and William L. McDowell, Member, were present.

**ROUNDTABLE WITH ISLAND COUNTY  
ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS**

**Elected Officials and Appointed Department Heads Attending:**

Phil Bakke	Sharon Franzen	Mac McDowell
Greg Banks	Jackie Henderson	Don Meehan
Robert Bishop – <i>Absent</i>	Betty Kemp	Mike Merringer – <i>Absent</i>
Mark Brown	Larry Larson	Bill Oakes
Cathy Caryl	Elaine Marlow	Linda Riffe
Sheilah Crider	Dave Mattens	Dan Sherk
John Dean	Tim McDonald – <i>Absent</i>	Jeff Tate
	<i>Keith Higman attended in his stead</i>	

**Others:**

Dave Hollett, DEM Deputy Director  
Mike Simmons, DEM Planner

**Presentation – Introduction of Continuity of Operations Planning (COOP)**

Hand-outs:

“Continuity of Operations, an Overview” by FEMA  
Information for Department Heads – Continuity of Operations (COOP)

Mr. Simmons indicated the “Information for Department Heads” he prepared is an expansion of the official FEMA pamphlet. For the most part DEM has been externally focused but needs now to focus internally regarding COOP because County departments seem to lack continuity of operations planning in the event of an emergency. DEM is raising the issue to determine by department how much time and effort will be expended. He explained if there are external functions of departments; that is, meeting with the public or if departments have a legally binding responsibility that must be accomplished, a plan is necessary to continue uninterrupted essential services to the public. Mr. Simmons would be willing to work with elected officials and department heads to develop such a plan.

Following questions were addressed:

- To be fully informed there is the belief there should be more of a coordinated plan between departments rather than individual plans.

Some parts of the plan will be common to all departments so it is not necessary to do everything uniquely to each department. Departmental business processes, however, are unique. When preparing a COOP the department must identify essential functions. Do need to plan for very long power eruptions or a building catastrophe; must plan for continued community interface.

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Guidance to Federal Executive Branch agencies now is to plan for essential operations to be re-established within 12 hours and sustained in alternate location for 30 days.

- Are there examples available from other jurisdictions for specific departments?

Available are some county plans from the Internet but do not have examples yet from that level.

- If there is a plan coordinated between departments then the decision must be made what events should be planned for, should the events planned for be determined as a group?

County's government exists primarily in three buildings so whatever happens to one, if natural disaster, tends to happen to all. At some level continuity planning can be common but then it must get down to the department level to determine what specifically will affect operations. Discussion should be had to decide what the potential disturbances are and then the group as a whole will discuss what to do specific to those. Disruption of transportation would be one to look at.

- How does it fit into the County's Emergency Management Plan?

COOP is a separate planning issue because it looks at sustaining internal operations while the Comprehensive Emergency Management Plan (CEMP) generally defines emergency response to the County.

- Is it the request of DEM that departments arrive at plans individually or will there be some coordinated effort, and will DEM be the author of the plans with the departments providing information?

The proposal is that the departments determine if it is something that should be done for their particular business processes. DEM will host a meeting to start the process, will help to identify the common threats, common parts of the structure, and provide templates. Thereafter, as COOP planning focuses on the specific business case for each department, DEM will become facilitators at that point. DEM will help to write or craft the plan but many of the specifics will need to be determined by the department.

- How does it differ from the Comprehensive Emergency Management Plan (CEMP)?

The Comprehensive Emergency Management Plan is a more general plan to meet a state planning requirement and does not address emergency sustainment of each department's business processes.

- How will it be funded as some planning will require additional infrastructure?

Once the COOP process is started and implementation needs are defined, then it will be possible to identify specific needs - associated costs and work on solutions, compromises, and trade-offs.

DEM's requests:

- Identify their need or specific requirement for continuity of operations planning.
- Identify a department contact; and

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- Contribute to a periodic group meeting to harmonize individual efforts.

The COOP is not merely about emergencies. Some of the departments experience a crisis situation when there are multiple medical leaves so with that there is a need for cross-training which should also be a priority in the plan.

*Follow-up:*

Obtain examples of plans from other jurisdictions  
Provide a model plan  
Develop survey

**Human Resources - Wellness Fitness Walk**

Wellness Committee sponsoring a “get fit day” and as part of that day seeking permission from department heads and elected officials to allow employees to walk for 30 minutes from 2:00 to 2:30 p.m., April 15, provided there is uninterrupted service to the public. The Board agrees with the idea. Wellness Committee will advertise.

**Commissioners – Reporting Employee Concerns**

Reminder to maintain documented record of reported problems and conversations with employees. No action can legitimately be taken if such record does not exist. Keep communication open within departments when employee is working for one department but in another area. Also important to be familiar with contract language in various labor agreements.

**Prosecuting Attorney – Legal Research Issues**

Concerns remain about internet speed and how that impacts the ability to do the job; consequently, cannot do legal research because the internet connection is too slow. WSU also experiencing the same problem. To free space it is suggested that employees be reminded of the internet policy, limiting any use of the internet to County business only. Suggested Central Services provide reports of employee internet activity. May be a bandwidth issue but currently remains unresolved. Moss Adams met with Technology Committee but has not completed yet a final report for presentation to the Board.

**General Roundtable Discussion**

**Assessor**

On schedule, doing well.

**Auditor**

Very aware of the need to cross-train and the impact to a department when an employee is out on an extended leave. Experiencing such a crunch but other departments should not be affected. On March 18 the US Supreme court upheld the I-872, top two primary in Washington State. The decision will affect the 2008 election for all elected officials. Secretary of State’s office is processing what will need to be changed within the current structure of the election system to implement the requirements. State and local level changes in place by first week of June for filing week. The election in August will be conducted under the auspices of I-872. Top two candidates will move forward to the general election in November. Does not impact Presidential

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Primary which is under federal election laws. The top two primary does affect congressional races.

**Budget Director/Clerk of the Board**

Long-awaited contract with SunGard Bi-Tech on Board's agenda today for approval to replace accounting, Human Resources, and payroll systems. Ms. Marlow encouraged department heads, elected officials, and staff to notify her of any concerns when moving through the project. Core group included representative from offices of Auditor, Treasurer, Human Resources, Budget Director, Central Services, Juvenile Court Services, Public Works, and Health Department.

**Commissioners**

Challenge to department heads and elected officials to attend and participate in upcoming affordable housing meetings, to provide perspective. Affordable housing is becoming one of the more pressing issues in the County and if combine talents at the County, City, and Port levels may become leaders in the state on that issue rather than people who just talk about. Notice will be provided when the meetings are scheduled, most likely first meeting being June 3.

**Health**

New nursing director hired. Tim McDonald resigned effective May 2, taking a position with the Snohomish Health District leading its communicable disease section.

**Human Resources**

When out on medical leave for a period of time of three days or more there is an obligation to notify the employee of rights and responsibilities under FMLA so it is important to advise Human Resources of the absence. Re-writing the policy procedure manual to bring everything together in one book. Would appreciate any comment concerning suggested changes, improvements.

**Human Services**

Hiring people, busy moving office furniture, had hoped date officially separated from the Health Department would be April 1 but appears to be more into April. Interested in COOP plan because Human Services provides services to many vulnerable people and could potentially be a huge issue if people cannot have medications re-filled, if caregivers are cut off from getting to people, etc.

**Planning and Community DevelopmentI**

Board last Monday adopted the County's Wetlands Ordinance which will go into effect July 1, a lot of activity gearing up for that with training. Will create a curriculum within the Department and will broadcast to elected officials and department heads the request that staff be allowed to cross-train with Planning and open discussion on how departments will interact with one another during the training process.

**Prosecutor**

Busy in Superior Court with a number of trials; hung jury last week on a child rape case and now deciding whether to re-prosecute. Statutory rape case starting trial tomorrow. Experienced a period when three key people were absent at same time, two are back and volunteer paralegal filling in. Very much a strain.

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**Sheriff**

Received distinguished award from Washington State Traffic Safety Commission for effort to reduce fatality rate. Decreased number from 15 to 6 in 2006-2007. Awards ceremony in Lacey April 19.

*Roundtable adjourned at 12:01 p.m. The next Roundtable is scheduled for April 28, 2008 at 11:00 a.m.*

The Board of Island County Commissioners met in Regular Session on March 24, 2008 beginning at 2:06 p.m. in the Board of County Commissioners Hearing Room (Room # 102B), Annex Building, 1 N.E. 6<sup>th</sup> Street, Coupeville, Washington. John Dean, Chairman, Phillip Bakke, Member, and William L. McDowell, Member were present. The meeting began with the Pledge of Allegiance.

**CONSENT AGENDA**

By unanimous motion the Board approved the Consent Agenda as follows with the exception of item 18 (*Agreement with Wessen & Assoc.*), removed from the Consent Agenda to be considered at a future date:

**ELECTRONIC FUND TRANSFERS, VOUCHERS AND PAYMENT OF BILLS**

Vouchers (War) #s 283864-284164 .....	\$430,809.61
Electronic Fund Transfers.....	\$ 8,187.60

**MISCELLANEOUS**

**Minutes from Previous Meetings**

Regular Sessions: February 25, March 3, and March 10, 2008  
Special Sessions: February 22, 2008

**Staff Session Agenda**

April 2008

Letter to Robert L. Lund, U.S. Department of Agriculture Rural Development supporting an application by the Opportunity Council for a Housing Preservation Grant

Local Government Certification Form to accompany Housing Authority of Island County’s application for Washington State Emergency Shelter Grant Program funds

Letter of Recognition commending Public Works Road Crew

**APPOINTMENTS AND/OR REAPPOINTMENTS TO BOARDS AND COMMITTEES**

**Drainage District No. 6 – Commissioner Position No. 1**

Resignation of Thomas Asmus from Commissioner Position 1 on the Board of Drainage District No. 6

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**Board of Equalization**

Resignation of Jane Strohecker from the Board of Equalization  
Resignation of Sara Little from the Board of Equalization

**Keystone Ferry Advisory Committee**

Appointment of Jennifer Meyer to the Keystone Ferry Advisory Committee

**BUDGET**

Resolution C-27-08 Establishing the Island County Mental Health & Therapeutic Courts Sales Tax Fund (*Resolution on file with the Clerk of the Board*)

Software License Agreement with Sungard Public Sector Bi-tech LLC to replace accounting and human resources computer systems. Contract Amount: \$777,837 (*RM-BUDG-08036*)

**HUMAN RESOURCES**

<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Auditor	051/08	Elections Asst, Seasonal .5 fte	207.01	New Position	03/24/08
Assessor	052/08	Personal Property Auditor	105.00	Replacement Position	03/24/08
Public Works	053/08	Solid Waste Attendant, .6 fte	2249.20	Replacement Position	03/24/08
	055/08	Seasonal Laborer Coupeville, 9 mos.	2254.01	Replacement Position	03/24/08
	056/08	Laborer Bayview	2254.03	Replacement Position	03/24/08

**PLANNING AND COMMUNITY DEVELOPMENT**

**Hearing Scheduled – April 14, 2008 – 10:30 a.m.**

C-28-08 (PLG-003-08) in the Matter of an Ordinance Concerning Technical Amendments to the Island County Comprehensive Plan Future Land Use Plan Map and the Island County Zoning Atlas. Maps #690 & #963

**PUBLIC HEALTH**

Contract with Compass Health for shared Department Assistant. Provides funding for shared services of a Department Assistant between Compass Health and the Health Department at the Camano Health Care Center. Contract No. HD-43-07; Contract Amount: \$9,000 (*RM-HLTH-02-0093*)

**PUBLIC WORKS**

County Roads

Resolution C-29-08/R-08-08 in the Matter of Approving Plans and Specifications and Authorizing Call for Bids for Ault Field Road & Oak Harbor Road Intersection Improvements; CRP 07-05, Work Order No. 397 (*Resolution on file with the Clerk of the Board*)

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County Road Administration Board Annual Reports - Traffic Law Enforcement Certification 2007, Fish Passage Barrier Removal Certification 2007, Annual Certification 2007.

Local Agency Reimbursable Agreement with Clinton Water District. (PW-0820-05)

Sign Purchase Order No. 8281 with M-B Companies, Inc. of Oregon for machinery repair and hydraulic motor. Amount: \$5,710.34 (incl WSST) (PW-0820-21)

Sign Purchase Order No. 8283 with Day Wireless Systems for mobile radios. Amount: \$19,893.68 (incl WSST) (PW-0820-035)

Drainage

Agreement with Thomas R. and Olivia M. Brown; Abutter's Agreement; Lot 18, Plat of Clinton Heights, Sec. 24, Twp 29N, R 3E (PW-0820-34)

**LIQUOR LICENSES**

Application for Special Occasion Liquor License No. 071076 by the South Whidbey Shrine Club for a special occasion to be held August 9, 2008 from 2:00 p.m. to 10:00 p.m. at the M Bar C Ranch, 5264 Shore Meadow Lane, Freeland, WA

Application for Special Occasion Liquor License No. 093024 by the South Whidbey Rotary Club for a special occasion to be held on April 26, 2008 from 4:00 p.m. to 10:00 p.m. at a private residence at 6290 Bayview Rd., Clinton, WA

**HEARING HELD: FRANCHISE # 337 - CAMANO COOPERATIVE POWER AND WATER COMPANY FOR EXPANSION OF EXISTING SERVICE AREA AND CONSOLIDATING OF EXISTING WATER DISTRIBUTION SYSTEM**

A public hearing was held for the purpose of considering Franchise # 337 with Camano Cooperative Power and Water for Expansion of Existing Service Area and Consolidating of Existing Water Distribution System, Secs. 10-14 and 23, Twp. 31N, Range 2E.

Bill Oakes, Public Works Director, indicated the franchise will consolidate and expand two previous franchises for water. Mr. Oakes referred the Board to the map showing the slight difference between the hatching for the existing service area and the proposed service area, drawing in two parcels along Forrest Way. The proposal was reviewed by Health, Planning, and Public Works and Mr. Oakes recommends approval.

Chairman Dean opened the public comment portion of the hearing.

Chris Richards, secretary to the Camano Co-op Power and Water Board, 1180 Rutland Place, Camano. No comments of substance regarding the franchise request. The Co-op serves approximately 550 families in the area of Camano City and recently instituted a rate structure intended to both raise funding for future capital projects and to encourage conservation of water in the district. Mr. Richards said the franchise is important to the Co-op and thanked the Board for its time and consideration.

The public comment portion of the hearing was closed.

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By unanimous motion the Board approved Franchise # 337 with Camano Cooperative Power and Water for Expansion of Existing Service Area and Consolidating of Existing Water Distribution System, Secs. 10-14 and 23, Twp. 31N, Range 2E.

There being no further business to come before the Board, the meeting adjourned at 2:20 p.m. The Board will meet next in Regular Session on April 7, 2008 beginning at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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John Dean, Chairman

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Phillip Bakke, Member

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William L. McDowell, Member

ATTEST:

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Elaine Marlow, Clerk of the Board